UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT REGISTRAR (FACULTY OFFICE) GRADE 13 – AD/12/170/22 (5 POSTS)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Office of Faculty Dean. The University reserves the right to deploy anywhere within its establishment.

Job specifications (applicants must have)

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Assistant Registrar Grade 12
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

- Principal assistant to the Faculty Dean in all administrative matters in the Faculty
- Secretary to the Faculty Management Committee
- Secretary to the Faculty Academic Committee
- Coordination and ensuring efficient management of human, financial and physical resources of the Faculty;
- Administration of terms of service for staff, polices, regulations and guidelines;
- Implementation of management decisions;
- Facilitating management of academic programmes, performance contracts, performance appraisal and other University programmes and activities;
- Administration and updating all applicable Management Information Systems (MIS)
- Ensuring compliance with the legislations, policies, guidelines, circulars;
- Preform any other duties as assigned from time to time

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-sarg13fo@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.