



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT REGISTRAR (RESEARCH SERVICES), GRADE 13 – AD/12/168/22 (1 POST)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Office of the Associate Vice-Chancellor (Research, Innovation and Enterprise). 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, Project Planning, Management 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

- To manage and co-ordinate research data consolidation in the University.
- To oversee and coordinate data for consumption of stakeholders such as STI – NACOSTI.
- To oversee and coordinate administration of Innovation and Research Weeks
- Coordinate and facilitate internal research teams, Grants office and external partners and collaborators
- Coordination of ARUA Centers of Excellence project
- To oversee and coordinate day to day administrative functions in RIE Division.
- Perform 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-sarg13rs@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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