



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

DECLARATION OF VACANT POSITIONS

Applications are invited from qualified persons for the positions shown below.

1. CHIEF OPERATIONS OFFICER, GRADE 17; ADVERT REF AC/12/274/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 416,420 – Kshs 555,800
House Allowances: Kshs 80,000

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a Bachelor's Degree in Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines from a University recognized in Kenya;
- b) Masters degree or its equivalent in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience

- a) Have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- b) Have at least five years of hands-on & ample industry experience at a senior level in public or private institution with demonstrable leadership, and management capacity including knowledge of public financial management and strategic people management;
- c) Have demonstrable experience in networking, fundraising, resource mobilization and institutional development.
- d) Have demonstrable ability to lead a team and utilize resources
- e) Ability to manage budgets and people.
- f) Be registered by a relevant professional body.
- g) Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity; and
- h) Have a demonstrable experience in transformative and strategic leadership.
- i) Any other duty as may be assigned by the Vice Chancellor from time to time.

Competencies and Skills

- a) Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;

- b) Being a visionary and result oriented thinker;
- c) Excellent organizational, interpersonal and communication skills;
- d) Capacity to work under pressure to meet strict deadlines; and
- e) Firm, fair and transparent management style.

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a. Coordination of corporate support services to divisions in a cross-cutting manner;
- b. Focal point for resource mobilization at the university;
- c. Enhancement of synergies amongst the corporate services units;
- d. Facilitation of capacity building of the corporate services units and staff;
- e. Institutionalization, strengthening and harnessing of alumni relations in a multifaceted way;
- f. Chair, Corporate support Services coordinating committee;
- g. Chair, appointments committee for Grades 11 and 12 for all administrative staff, and Grades 12 and below for all non-teaching staff in central units;
- h. Any other duties to be assigned by the Vice Chancellor.

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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke.

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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

2. REGISTRAR, ADMINISTRATION, GRADE: 15, CENTRAL ADMINISTRATION, ADVERT REF AC/12/275/23 - 1 POST

Salary and benefits

Basic Salary:	Kshs 209,694 - 283,087
House Allowances:	Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines from a university recognized in Kenya;
- b) Masters degree or its equivalent in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- b) Have outstanding professional competence in administration and Management
- c) Administrative skills including organization, communication, time management, and customer care
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Efficient facilitation of University management and administrative programmes.
- b) Interpretation and implementation of government policies, circulars, regulations and management decisions;
- c) Ensuring compliance with legislations, statutes, policies and guidelines;
- d) Secretary to University Executive Board, Staff Appointment and staff disciplinary committees; Secretariat to University Council committee of Human Resource and Administration, and adhoc committees
- e) Custodian of University official records in accordance with legislative, statutory and policies guidelines;
- f) Coordination of university-wide events including training, protocol and event management;
- g) Staff welfare including Collective Bargaining Negotiations with staff unions;
- h) Any other duty given as may be assigned by the Vice Chancellor from time to time.

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3. DIRECTOR, INTERNAL AUDIT/CHIEF INTERNAL AUDITOR GRADE: 15; DIRECTORATE OF INTERNAL AUDIT, ADVERT REF AC/12/276/23, 1 POST

Salary and benefits

Basic Salary:	Kshs 209,694-283,087
House Allowances:	Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree (Finance, accounts, business, commerce, administration or related field) from a university recognized in Kenya;
- b) Masters degree in Finance/Accounting or its equivalent
- c) ICPA(K)
- d) Be a member of a recognized Professional Accounting body.
- e) Be a member of IIA and in good standing;

Experience and skills

- a) 12 years' experience, of which 3 years should be at Deputy Director, Finance or equivalent.
- b) Have relevant qualifications and expertise in audit, financial management, or accounting with experience and knowledge in risk management;
- c) Have outstanding professional competence in Financial Management.
- d) Demonstrated high administrative capabilities.
- e) Computer literacy.

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Advice management on the adequacy of internal control systems in place.
- b) Responsible for formulating risk based Annual Audit Plan in consultation with management and Audit and Risk Committee.
- c) Implementation of an Annual Risk based Audit Plan and other special audit assignment.
- d) Prepare audit reports for informed decision making by management.
- e) Facilitate the Audit and Risk Committee meetings on a quarterly basis.
- f) Carry out investigation of any suspected fraudulent activities within institution and report accordingly.
- g) Carry out follow-up audits on issues raised in the Management Letter by external auditors and the systems audit report.
- h) Carry out staff performance appraisal within the unit as per agreed time lines.
- i) Advice management on the reliability and integrity of financial and other management information systems.
- j) Ensure the University adheres to statutory, policies, procedures and regulatory requirements on financial management.
- k) Recommending effective control and enterprise risk management measures after performing various audits.
- l) Reviewing specific operations at the request of Audit Committee or management.
- m) Liaison with external Auditors to ensure that there is adequate follow up of audit queries.
- n) Overseeing implementation of the Directorate's Performance Contract.
- o) Carry out any other duties as specified by appointing authority.
- p) Any other duties as assigned by the Vice Chancellor from time to time.

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4. DIRECTOR, UNIVERSITY HEALTH SERVICES/CHIEF MEDICAL OFFICER, GRADE: 15, ADVERT REF AC/12/277/23, 1 POST

Salary and benefits

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Bachelor of Medicine and Bachelor of Surgery (MBChB)
- b) Master of Business Administration or Master of Health Administration degree
- c) A registered consultant with admission rights in the main Private hospital in Kenya
- d) Registered with the Kenya Medical & Dentists Practitioners Board

Experience and skills

- a) 12 years' experience, of which 3 years should be at the level of Deputy Director, University Health Services

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Provide clinical leadership in patient care and governance of the University Health Services department and provide technical, administrative and operational support to all health services & programs implementation under the University Health Services Medical Scheme
- b) Oversight current Health Information Management System
- c) Develop and manage both quality and safety initiatives, including risk management to enhance provision of quality health services
- d) Responsible for the overall care and clinical practice carried out at the University Health Services facilities
- e) Develop and implement new health programs and policies that enhance health services
- f) Coordinate accreditation of all University health facilities with sector regulators and ensure compliance with all regulatory, legal, professional bodies and governmental policies, including insurance reimbursement requirements (NHIF).
- g) Implement tele-medicine and enhanced home care systems.
- h) Develop and adopt cost effective strategies for provision of health services.
- i) Advice management on appropriate infrastructure improvements
- j) Develop collaborations and linkages with other health providing institutions
- k) Oversee recruitment and retention of the most suitable health personnel.
- l) Plan and monitor health budget and other fiscal responsibilities
- m) Prepare management reports on critical / emerging issues, gaps and potential problems for timely action
- n) Develop annual departmental procurement and workplans
- o) Oversee annual departmental Staff Performance Appraisal and Performance Contract (PC) management
- p) Oversee the Quality Assurance (QMS, Other health protocol standards) to ensure the appropriateness and quality of medical care
- q) Ensure high-quality patient care at all times and maintain accurate records
- r) Advisory to the University management on health issues
- s) Networking and partnership building to collaborate with partners/ colleagues
- t) Apply innovative approaches to promote good clinical practices to support health care delivery and sustainable programs results
- u) Any other duties as assigned by the Vice Chancellor from time to time.

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5. DIRECTOR, SPORTS AND GAMES, GRADE: 15; CENTRAL ADMINISTRATION, REF AC/12/278/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Education (physical education option) or related discipline from a university recognized in Kenya;
- b) Masters Degree or its equivalent in Physical Education and Sport or related discipline
- c) Member of a recognized professional administration or management body

Experience and skills

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Director or equivalent.
- b) Have outstanding professional competence in sports management and administration
- c) Administrative skills including organization, communication, time management, customer care
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) To manage members of staff in the Department
- b) To co-ordinate all student and staff sports and games programmes in the faculties and the university level.
- c) To co-ordinate the procurement of sports equipment and kits at both faculty and university level
- d) To implement the Departmental Performance Contract
- e) To liaise with the University Management on matters to do with students' sports and Games
- f) To design the Departmental sport policies for endorsement by the university management
- g) The linkage between the students' sportsmen and sportswomen and the departmental staff with the University Management
- h) Make periodic reports on students' sports and games achievements to the university management
- i) To harmonize the university student internal and external sports programme and the National sport federations calendar of events.
- j) To link the exceling sportsmen and sportswomen with the corporate world for job opportunities.
- k) Any other duties as assigned by the Vice Chancellor from time to time.

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6. DIRECTOR, FINANCE/FINANCE OFFICER, GRADE: 15; FINANCE DEPARTMENT, ADVERT REF AC/12/279/23

Salary and benefits

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

For Appointment to this grade, the applicant must have:

Academic and professional

- a) Have a relevant Bachelor's Degree in Finance/Accounting or related discipline from a university recognized in Kenya;
- b) Masters degree in Finance/Accounting or its equivalent
- c) Registered by ICPA (K)
- d) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- e) Computer literacy.

Experience and skills

- a) 12 years' experience, of which 3 years should be at Deputy Director, Finance or equivalent.
- b) Have outstanding professional competence in Financial Management.
- c) Demonstrated high administrative capabilities.

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Maintaining books of accounts and records relating to all income, expenditure and investments,
- b) Ensuring sound financial management of University funds through application of appropriate financial systems and investment options,
- c) Implementing effective financial and stores control systems,
- d) Preparing statutory financial statements and other financial reports in conformity with relevant professional standards and other statutory requirements,
- e) Preparing University's annual budget in consultation with user departments and submission of expenditure returns,
- f) Ensuring that University financial systems are sound in design and operation and comply with International Financial Reporting Standards and other professional and regulatory guidelines,
- g) Ensuring economic utilization of University resources and other assets,
- h) Providing financial consultancy and advisory services to the University of Nairobi management and any other entity as may be approved from time to time,
- i) Assign and review assignments to Finance Department staff and,
- j) Any other duties as may be assigned by the Vice-chancellor from time to time.

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CLOSING DATE: WEDNESDAY, DECEMBER 20, 2023

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7. DIRECTOR, HUMAN RESOURCE/REGISTRAR EQUIVALENT, GRADE 15 – ADVERT REF AC/11/280/23, 1 POST

Salary and benefits

Basic Salary:	Kshs 209,694-283,087
House Allowances:	Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Commerce with Human Resource Management option, Human Resource Management or related discipline from a university recognized in Kenya;
- b) Master's Degree or its equivalent in Human Resource Management or any other related, relevant discipline
- c) Diploma in human resource management or related field
- d) Membership in good standing to a relevant Professional body.

Experience and skills

- a) 12 years administrative experience, of which 3 years should be at Deputy Director or equivalent.
- b) Have outstanding professional competence in Human Resource Management
- c) Administrative skills including organization, communication, time management, and customer care
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Providing strategic advice, guidance and leadership across the University on all aspects of human resource management through generation and implementation of Management briefs;
- b) Addressing day to day requests from staff that arise from the three key human resource areas - recruitment, training and development and General Human Resource Administration;
- c) Developing and implementing human resource strategy, policies, procedures, work processes and instructions that contribute to the University's strategic plan;
- d) Integrating, maintaining and updating Human Resource systems, policies and procedures while ensuring that they are legally compliant;
- e) Secretary to all Appointment Committees for staff in Central Departments;
- f) Member of University committees such as Housing Allocation, Central Departments Corruption Prevention Committee, etc.
- g) Implementation of staff terms of service and collective bargaining agreements.
- h) Overseeing the day-to-day management of the department and operational activities including assignment of work, performance evaluation and general supervision of staff in the Human Resource Department;
- i) Approving acquisition and expenditure all human resource related requests in the University systems such as AIE and EPMS;
- j) Management and oversight of the Human Resource Information System (HRMIS) and sub- systems such as SMA, Leave, SPA, etc; and
- k) Any other duties as assigned by the Vice Chancellor from time to time.

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8. DIRECTOR, PLANNING AND PERFORMANCE MANAGEMENT, ADVERT REF GRADE: 15; AC/12/281/23 - 1 POST

Salary and benefits

Basic Salary:	Kshs 209,694-283,087
House Allowances:	Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Administration, Public Administration, Human Resource Management, Business Administration, Project Planning or any other related, relevant disciplines from a university recognized in Kenya;
- b) Masters degree or its equivalent in Administration, Public Administration, Human Resource Management, Business Administration, Project Planning or any other related, relevant disciplines from a university recognized in Kenya;
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 12 years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- b) Have outstanding professional competence in performance management or administration.
- c) Administrative skills including organization, communication, time management, customer care, events management
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Strategic planning: Leads Strategic Planning processes and facilitates the identification of key business objectives and goals and providing leadership and technical support in planning, monitoring and evaluating programs and projects across the University
- b) Policy Formulation and Implementation: Provide leadership in the formulation of public policy, standards and Frameworks within the institution;
- c) Monitoring, Evaluation and Reporting: Providing expertise in monitoring and evaluation approaches and tools and how they are applied in practice and tailored for the intended purposes;
- d) Research: Identity, collect and analyze credible information to make evidence-based policy, strategic, technical, and financial recommendations;
- e) Capacity Building and Skills Development: Provide technical expertise in planning frameworks that can be leveraged to facilitate the development and delivery of performance skills in the University;
- f) Trends Analysis: Identify and keep pace with Industry trends that facilitate the development of informed strategic and technical direction by easily analyzing emerging trends in the higher education sector.
- g) Accountability: Accountable for all aspects of strategic planning, Policy Formulation and Implementation, resource allocation and statistical reports production.
- h) Any other duties as may be assigned by the Vice Chancellor from time to time.

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9. DIRECTOR, FACILITY MANAGEMENT/REGISTRAR EQUIVALENT, GRADE: 15, DIRECTORATE OF FACILITY MANAGEMENT, ADVERT REF AC/12/282/23 – 1 POST

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree (quantity surveyors, property management, real estate's etc.) from a university recognized in Kenya;
- b) Masters degree in quantity surveyors, property management, real estate or a related degree
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skill

- a) 12 years in Property Management in a large organization (preferably in public sector) at senior position.
- b) Computer Literate
- c) Must have excellent interpersonal and communication skills, be results oriented, team builder and be a person of high integrity

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Management of the University's physical facilities operations including all land, buildings and grounds, utilities, fleet and plant & equipment.
- b) Scheduling and supervision of maintenance and repair activities, contracted services, and custodial services, and ensuring the physical operation of the university meets budgetary and strategic objectives. Formulating and implementing policies that govern optimal management and utilization of university facilities.
- c) Planning, design, development, acquisition, maintenance, and management of the facilities;
- d) Ensuring compliance with relevant legislations and regulations as well as preparing facilities budget and monitoring expenditures.
- e) Any other duties as may be assigned by the Vice Chancellor from time to time.

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CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

10. DIRECTOR, SECURITY AND SAFETY SERVICES/REGISTRAR EQUIVALENT, GRADE: 15. DIRECTORATE OF SECURITY AND SAFETY SERVICES, ADVERT REF AC/12/283/23 – 1 POST

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in security studies or related discipline from a university recognized in Kenya;
- b) Masters Degree or its equivalent in Security Studies or related discipline
- c) Member of a recognized professional security-related body

Experience and skills

- a) 12 years security operations and management experience, of which 3 years should be at Deputy Director or equivalent.
- b) Have served as a member of disciplined forces in Kenya
- c) Have outstanding professional competence and knowledge in national strategic security and intelligence infrastructure, management and administration.
- d) Administrative skills including organization, communication, time management, customer care
- e) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Overall in charge of the Directorate of security and Safety Services and all private contracted security companies in the University of Nairobi.
- b) Conducting of routine and impromptu briefings to the vice chancellor
- c) Enforcing compliance with security, Safety and operational procedures through audit, Inspection, covert and overt action.
- d) Training staff on security related responsibilities as per the University Security Strategic Plan.
- e) Carrying out thorough and complete vetting of University of Nairobi staff and potential employees as directed by the management.
- f) Formulate, control budgets for Directorate of security and monitor its expenditure.
- g) Developing security strategy and policy for the University and spearheading the Implementation of the University security and safety
- h) Maintaining intelligence to all relevant University Staff and key stakeholders.
- i) Liaising with government security and other agencies over security matters related to the University of Nairobi.
- j) Managing security risks and threats in the university
- k) Development of reports for management on security status on quarterly basis.
- l) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau.
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke.

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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11. DEPUTY DIRECTOR FINANCE (EXPENDITURE), GRADE 14, DIRECTORATE OF FINANCE, ADVERT REF AC/12/284/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional

- a) Have a relevant Bachelor's Degree in Finance/Accounting or related discipline from a university recognized in Kenya;
- b) Masters degree in Finance/ Accounting , Business administration or its equivalent
- c) Registered by ICPA (K)
- d) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- e) Computer literacy.

Experience and skills

- a) 9 years' experience, 3 of which must be at the level of Senior Assistant Director Finance, or Senior Assistant Director, Internal Audit
- b) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- c) Have outstanding professional competence in financial management
- d) Demonstrated high administrative capabilities.
- e) Computer Literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Responsible for the supervision and assignment of duties to staff of the Salary, Capital and expenditure sections
- b) Responsible for cash flow management and cost control
- c) Payroll processing and reconciliation
- d) Responsible for asset management and maintenance of updated asset records
- e) Ensure compliance with statutory requirements/obligations
- f) Overseeing the day-to-day operations in the office of Deputy Director, Finance, Expenditure
- g) Any other related duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
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**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
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12. DEPUTY DIRECTOR FINANCE (REVENUE), GRADE 14, DIRECTORATE OF FINANCE, ADVERT REF AC/12/285/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional

- a) Have a relevant Bachelor's Degree in Finance/Accounting or related discipline from a university recognized in Kenya;
- b) Masters degree in Finance/ Accounting , Business Administration or its equivalent
- c) Registered by ICPA (K)
- d) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- e) Computer literacy.

Experience and skills

- a) 9 years' experience, 3 of which must be at the level of Senior Assistant Director Finance or as Senior Assistant Director, Internal Audit.
- b) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- c) Have outstanding professional competence in financial management
- d) Demonstrated high administrative capabilities.
- e) Computer Literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Ensure timely receipting of all received revenue and that timely bank reconciliations are carried out.
- b) Ensure that donor funds are managed in accordance with the respective memorandum of understanding (MOU), approved budget and University Financial Regulations
- c) Ensure students are correctly billed, fees is collected and promptly receipted
- d) Responsible for supervision and assignment of duties to staff in Income, Grants and Student Finance sections
- e) Ensure compliance with statutory requirements/obligations
- f) Overseeing the day-to-day operations in the office of Deputy Director, Finance, Revenue
- g) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
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13. DEPUTY DIRECTOR FINANCE (BUDGETARY CONTROL AND FINANCIAL REPORTING), GRADE 14; DIRECTORATE OF FINANCE; ADVERT REF AC/12/286/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional

- a) Have a relevant Bachelor's Degree in Finance/Accounting or related discipline from a university recognized in Kenya;
- b) Masters degree in Finance/ Accounting , Business Administration or its equivalent
- c) Registered by ICPA (K)
- d) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- e) Computer literacy.

Experience and skills

- a) 9 years' experience, 3 of which must be at the level of Senior Assistant Director, Finance or Senior Assistant Director, Internal Audit.
- b) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- c) Have outstanding professional competence in Financial Management
- d) Demonstrated high administrative capabilities.
- e) Computer Literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Preparing financial reports: annual reports and financial statements, quarterly reports and financial statements, monthly management reports and other adhoc financial reports.
- b) Provide secretariat support services for the University Council Finance and Strategy Committee and University Budget Implementation Committee.
- c) Ensure compliance with statutory requirements/obligations
- d) Overseeing the day-to-day operations in the office of Deputy Director, Finance budgetary Control and financial reporting
- e) Responsible for the supervision and assignment of duties to staff Budgetary and Financial reporting section
- f) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-Corruption Commission
 - d. Criminal Investigation Department
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14. DEPUTY DIRECTOR (MANPOWER DEVELOPMENT AND TRAINING), GRADE 14; DIRECTORATE OF HUMAN RESOURCE, ADVERT REF AC/12/287/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Facilitating recruitment, selection, appointment and promotion of staff
- b) Facilitating staff training and development
- c) Coordinating staff performance appraisal
- d) Coordinating performance contract
- e) Coordinating the internship and attachment programmes
- f) Implementation of human resource policies related to recruitment, selection, training and development
- g) Preparing recruitment and training briefs and reports to Management
- h) Providing secretariat services to assigned Appointment Committees and other administrative committees
- i) Updating all systems and databases related to recruitment and training
- j) Oversight role for all staff in the Recruitment and Training section
- k) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke .

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15. DEPUTY DIRECTOR (PERSONNEL/HUMAN RESOURCE ADMINISTRATION), GRADE 14, DIRECTORATE OF HUMAN RESOURCE, ADVERT REF AC/12/288/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Administration of terms of service for staff
- b) Implementation of human resource policies and procedures
- c) Coordination of Staff Performance Appraisal in the University
- d) Management of the Personnel Module of HRMIS.
- e) Human Resource administration including processing of staff allowances, benefits and entitlements
- f) Confirmation of appointments
- g) Staff clearance and processing of staff final dues
- h) Processing of retirement notices
- i) Oversight role for all staff in the Personnel section
- j) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
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16. DEPUTY DIRECTOR (MANAGEMENT INFORMATION SYSTEMS, MIS), GRADE 14, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), ADVERT REF AC/12/289/23- 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution from a university recognized in Kenya;
- b) Master's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution with over ten (10) years of practical work experience.

Experience and skills

- a) 10 years of technical experience and at least ten (10) years of managerial experience
- b) Managerial skills preferably gained from a corporate environment, technical skills in Information Systems at Bachelor's Degree level, good communication skills, a good track record of problem-solving and sound diagnostic ability and ability to provide leadership in the fields of Information Systems and Research & Development
- c) Must be a person of high integrity

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) To carry out strategic information systems planning in line with the University's Corporate Planning.
- b) To provide leadership in the planning, development, operation and maintenance of University Information Systems.
- c) To ensure cyber threats and various aspects of cyber safety, cyber security for the University
- d) To oversee the planning and implementation of Information Systems and human resource development.
- e) To provide technical guidance in procurement of necessary hardware, software, services and facilities.
- f) To develop, implement and enforce information systems policies, standards and quality assurance.
- g) To liaise with the broader University Management in the realization of the University strategic plans for Information Systems.
- h) To liaise with the other Deputy Directors to ensure effective and efficient running of University Information Systems.
- i) To provide Information Services to user departments by Service Level Agreements
- j) To monitor and evaluate information services, Management Information Systems projects and personnel in the Management Information Services section.
- k) To develop, implement and enforce necessary data and systems security measures.
- l) To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations to the Director for action on each individual work plan
- m) To assist in enforcing punctuality as well as smooth and efficient execution of duty at work place for section staff
- n) To actualize the Service Charter requirements
- o) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
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17. DEPUTY DIRECTOR (DATA CENTRE AND NETWORK INFRASTRUCTURE SERVICES), GRADE 14, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), ADVERT REF AC/12/290/23- 1 POST

Salary and benefits

Basic Salary: Kshs 162,300 - 228,848

House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution from a university recognized in Kenya;
- b) Master's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution.

Experience and skills

- a) With 10 years of practical managerial and technical experience
- b) Managerial skills preferably gained from a corporate environment, technical skills in Electrical/Telecommunications Engineering or Computer, Network or equivalent at Masters Degree Level and good communication and interpersonal skills
- c) Must be a person of high integrity.

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) To carry out strategic planning for Data Center & Networks Infrastructure Services in line with the University Corporate Planning.
- b) To provide leadership in the planning, development, operation and maintenance of University Data Centre & Networks Infrastructure Services.
- c) To oversee the planning and implementation of Data Center & network infrastructure Services human resource development.
- d) To ensure cyber threats and various aspects of cyber safety, cyber security for the University
- e) To provide technical guidance in procurement of necessary hardware, software, services and facilities.
- f) To develop, implement and enforce Data Center & Networks Infrastructure Services policies, standards and quality assurance.
- g) To provide Data Center & Networks Infrastructure Services to user departments in accordance with Service Level Agreements
- h) To liaise with the wider University Management in the realization of the University strategic plans for Communication & Networks Infrastructure and Services.
- i) To liaise with the other Deputy Directors to ensure effective and efficient running of University Data Center & Networks Infrastructure Services.
- j) To monitor and evaluate Data Center & Networks Infrastructure Services, related projects and personnel in the Communication Services and Networks department.
- k) To develop, implement and enforce necessary Data Center & Networks Infrastructure Services security measures
- l) To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations to the Director for action on each individual work plan
- m) To assist enforce punctuality as well as smooth and efficient execution of duty at the work place for section staff
- n) To actualize the Service Charter requirements
- o) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi P.O. Box 30197, 00100, Nairobi, Kenya.
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. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
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18. DEPUTY DIRECTOR (COMMUNICATION), GRADE 14; INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), ADVERT REF AC/12/291/23 - 1 POST

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution from a university recognized in Kenya;
- b) Master's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution.

Experience and skills

- a) With 10 years of managerial and technical experience
- b) Managerial skills preferably gained from a corporate environment, good communication skills, technical skills in skills in Information Systems at Bachelor's degree level or equivalent, good track record for problem solving and sound diagnostic and ability provide leadership in the fields of communication technology and Research & Development
- c) Must be a person of high integrity.

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) To carry out strategic planning for Communication Services in line with the University Corporate Planning.
- b) To provide technical guidance in procurement of necessary hardware, software, services and facilities.
- c) To liaise with the wider University Management in the realization of the University strategic plans for Communication Services.
- d) To liaise with the other Deputy Directors to ensure effective and efficient running of University Communication Services.
- e) To provide oversight and leadership in planning, development, implementation, operation and maintenance of communication systems and services.
- f) Development, implementation and enforcement of communication services policies, Standard's, work procedure and quality assurance.
- g) To liaise with management in realization of communication services strategic plan
- h) To effectively and efficiently run and coordinate communication section.
- i) To develop, implement and enforce necessary communication security measures.
- j) To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations to the Director for action on each individual work plan
- k) To assist enforce punctuality as well as smooth and efficient execution of duty at the work place for section staff
- l) To actualize the Service Charter requirements
- m) Any other duties as assigned by the Vice Chancellor from time to time

NOTES

7. 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.
8. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
9. Applicants should state their current designations, salaries and other benefits attached to those designations.
10. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
11. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
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12. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke .

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19. DEPUTY REGISTRAR (INDUSTRIAL RELATIONS), ADMINISTRATION DEPARTMENT, ADVERT REF AC/12/292/23 GRADE 14

Salary and benefits:

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Industrial Relations, Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication and Conflict Resolution, Management or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Industrial Relations, Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication and Conflict Resolution, Management or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative and negotiation skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Liaising industrial relations matters with staff Unions and external stakeholders involved in labour matters
- b) Attending the Employment and Labour Relations Court of Kenya and preparing statements to external Lawyers on human resource related cases in liaison with the Directorate of Legal and Corporate Board Services;
- c) Providing secretariat services to University labour related engagements with unions;
- d) Interpretation of CBAs, labour laws and terms of service and their implementation;
- e) Preparing management briefs on labour related developments, legislations and practices;
- f) Coordinating collective bargaining and grievance procedures;
- g) Supervision of sectional performance and staff appraisal;
- h) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
- 3. Applicants should state their current designations, salaries and other benefits attached to those designations.
- 4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke .

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

20. DEPUTY REGISTRAR (ADMINISTRATION), GRADE 14; ADMINISTRATION DEPARTMENT; ADVERT REF AC/12/293/23 – 1 POST

Salary and benefits:

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Bachelors degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education or any other related, relevant discipline recognized in Kenya
- b) Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Provide secretariat support services in University Executive Board
- b) Provide secretariat support services for the University Council Human Resource & Administration Committee
- c) Provide secretariat services to administration and other university operational committees and taskforces
- d) Process and allocate new employees payroll number
- e) Processing medical fees waiver of staff and their dependants
- f) Coordinating the departmental annual performance contract and any other programmes
- g) Oversee the records management section
- h) Oversee safe custody of all Governance organs records
- i) Handling university wide administrative activities
- j) Overseeing the day-to-day operations of the duties and responsibilities of the office of Deputy Registrar Administration
- k) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
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21. DEPUTY REGISTRAR (EXAMINATIONS), GRADE 14; ACADEMIC DIVISION; ADVERT REF AC/12/294/23 – 1 POST

Salary and Benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree Administration, Educational Administration, Education, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Administration of infrastructure; facilities; amenities; equipment; ICT systems; and other resources required for management of examinations.
- b) Coordinating the process of External Examination.
- c) Processing procurement, storage and distribution of examination materials.
- d) Coordinating procurement, storage, processing and issuance of certificates and transcripts
- e) Verification and certification of certificates and other academic documents.
- f) Updating and preservation roll of convocation.
- g) Management and Administration of Personnel in Examination section.
- h) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
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22. SENIOR ASSISTANT REGISTRAR (PROGRAMS MANAGER) GRADE 13, UNIVERSITY ADVANCEMENT AND INSTITUTIONAL DEVELOPMENT; ADVERT REF AC/12/295/23

Salary and benefits

Basic Salary: Kshs 127,116 -184,318
House Allowances: Kshs 58,972

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree Administration, Business Administration, Project Planning and Management or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Business Administration, Project Planning and Management or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Assistant Registrar
- b) Demonstrable experience in project planning/programming activities
- c) Demonstrable experience in networking, fundraising and resource mobilization for research, scholarship and development
- d) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- e) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Developing new projects to support the strategic direction of the University.
- b) Develop proposals for various projects.
- c) Producing accurate and timely reporting of projects status throughout their life cycles, developing work plans and standard operating procedures.
- d) Communication with stakeholders of different projects. Implementing and managing changes and interventions to ensure projects goals are achieved.
- e) Serves as a liaison between Central Administration, Faculties, Institutes and other stakeholders in different programs as well as coordinate collaborative events.
- f) Collecting and analyzing monitoring and evaluation data and preparing reports for the same.
- g) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
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**23. SENIOR ASSISTANT REGISTRAR (SENATE SECRETARIAT), GRADE 13, ACADEMIC DIVISION, AC/12/296/23
– 1 POST**

Salary and benefits

Basic Salary: Kshs 127,116-184,318
House Allowances: Kshs 58,972

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree Administration, Educational Administration, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Assistant Registrar or equivalent
- b) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- c) Computer literacy

Duties and responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Coordinating meetings of Senate and Senate Committees.
- b) Administration of Senate, and Senate Committee documents.
- c) Prepare appropriate responses to enquiries on Senate matters.
- d) Monitoring implementation of Senate recommendations
- e) Collation, consolidation and preservation of records of Senate and Senate Committee activities
- f) Preparing reports for Council & Council Committees.
- g) Coordinating certification & e-repository of Senate Reports.
- h) Coordination of Accreditation of Institutions.
- i) Administration of Senate annual work plans.
- j) Management and Administration of Personnel in Senate Secretariat section.
- k) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
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**24. SENIOR ASSISTANT REGISTRAR (ADMINISTRATION), GRADE 13, ADMINISTRATION DEPARTMENT,
ADVERT REF AC/12/297/23 – 1 POST**

Salary and benefits

Basic Salary: Kshs 127,116-184,318

House Allowances: Kshs 58,972

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional

- a) Have a relevant Bachelor's Degree Administration, Communication, Management, Public Administration, public Policy Human Resource Management, Business Administration or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Educational Administration, Communication, Management, Public Administration, Public policy, Human Resource Management, Business Administration or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience and skills

- a) 9 years administrative experience, 3 of which must be at the level of Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Serves as a liaison for council and in doing so , coordinating calendar, travel, meeting and schedule arrangements for the Chair of Council and other Council members
- b) Coordinating operations of the Chair of Council's office and attendant maintenance
- c) Facilitating council members to attend meetings.
- d) Facilitate the chair of council as may be required
- e) Provide administrative support to new projects in the University.
- f) Develop reports on new projects status throughout their life cycles
- g) Collecting and analyzing monitoring and evaluation data and preparing reports for the same.
- h) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
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