



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

LEGAL ASSISTANT, GRADE CD, DIRECTORATE OF LEGAL AND CORPORATE BOARD SERVICES, CENTRAL ADMINISTRATION – ADVERT NO. AC/2/164/26 (1 POST)

JOB SPECIFICATIONS:

1. Diploma in Legal Studies
2. Computer Literate

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-ladolacbs@uonbi.ac.ke

CLOSING DATE: TUESDAY, FEBRUARY 24, 2026

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