



UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ADMINISTRATIVE ASSISTANT II, GRADE 9/10 (EF) – DIRECTORATE OF CORPORATE AFFAIRS, CENTRAL ADMINISTRATION - AD/4/256/26 (1 POST)

JOB SPECIFICATIONS:

1. Bachelor's degree (at least 2nd class, Lower Division) from a university recognized by the University of Nairobi Senate.
2. At least CPS II or relevant professional or postgraduate qualification in administration, management or related area
3. At least 3 years' administrative experience at the level of Administrative Assistant Grade 7/8
4. Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
5. Computer literacy

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 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-saaca@uonbi.ac.ke

CLOSING DATE: TUESDAY, MAY 12, 2026

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