

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

SECRETARY GRADE B, CONSTRUCTION & MAINTENANCE DEPARTMENT, 1 POST – AD/4/30/16 (R&T)

Applicants should have KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition they must have passed the following subjects offered by the Kenya National Examinations Council or equivalent examining body:-

- Business English III
- Commerce II
- Secretarial Duties II
- Office Management III
- Shorthand III (minimum 100 wpm) or Audio-Typewriting III
- Typewriting 50 wpm

They should have certificates in, and be able to use Word Processing, Spreadsheets and Data Base Management packages and have three (3) years experience as Assistant Secretary Grade A or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools. Those without professional qualifications should have ten (10) years experience at Grade A and 50 wpm in Typewriting.

SENIOR DRUGS STOREMAN GRADE A/B, UNIVERSITY HEALTH SERVICES, 1 POST – AD/4/29/16 (R&T)

Applicants should have KCSE Grade C with C in English and Mathematics or an equivalent qualification. They must have a Diploma in Supplies Management from a recognized institution and should have served for at least three (3) years at Grade IV. They must be computer literate. Those who have served in a busy hospital drugstore will have an added advantage.

GROUNDSMAN GRADE IV, UNIVERSITY HEALTH SERVICES, 1 POST – AD/4/27/16 (R&T)

Applicants should be holders of at least KCSE or equivalent. They must have the ability to communicate in both English and Kiswahili. They must have at least seven (7) years experience as Groundsman Grade III or equivalent at the University of Nairobi. Applicants should be of good conduct, honest and hardworking.

**GROUNDSMAN GRADE III, UNIVERSITY HEALTH SERVICES, 2 POSTS –
AD/4/28/16 (R&T)**

Applicants should be holders of at least KCSE or equivalent. They must have the ability to communicate in both English and Kiswahili. They must have at least seven (7) years experience as Groundsman Grade II or equivalent at the University of Nairobi. Applicants should be of good conduct, honest and hardworking.

NOTE:

1. Applicants for academic and senior administrative posts (AC) should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and CVs giving details of their qualifications, experience, research activities and publications they appear 6 in. Applicants for non-academic posts (AD) should submit seven (7) of the above supporting documents and applications letter.
2. In both cases, applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
3. Applications should be addressed as per the codes below:-

CODES:

R&T: The Deputy Registrar, Recruitment & Training Section, P.O Box 30197-00100 Nairobi

CAVS: The Principal, College of Agriculture & Veterinary Sciences, P.O Box 30197-00100, Nairobi.

CHSS: The Principal, College of Humanities & Social Sciences, P.O Box 30197-00100, Nairobi.

CHS: The Principal, College of Health Sciences, P.O Box 30197-00100, Nairobi.

CEES: The Principal, College of Education & External Studies, P.O Box 30197-00100, Nairobi.

CBPS: The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

CLOSING DATE: APRIL 28 (FRIDAY), 2017.