



## **UNIVERSITY OF NAIROBI**

### **INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**SENIOR ASSISTANT EXECUTIVE SECRETARY II, GRADE 11 – OFFICE OF THE DEAN OF STUDENTS AND CAREER SERVICES, CENTRAL ADMINISTRATION, AC/2/186/26 (R&T) - 1 POST**

Applicants must have:

- i) KCSE C (Plain) **or** KCE Division III, or an equivalent qualification, with a credit **in** English Language. (Applicants who were employed by the University before 2007 will be considered with the KCSE/KCE grades they already hold.) In addition, candidates must have completed the following subjects offered by KNEC or hold an equivalent certificate from a recognized examining body:
  - Business English III
  - Commerce II
  - Secretarial Duties II
  - Office Management III
  - Shorthand III (minimum 120 w.p.m.) **or** Audio Typing/Writing III
  - Typewriting (minimum 60 w.p.m.)
- iii) Certificates in, and ability to use, word processing, spreadsheet, and database management packages
- iv) Three (3) years' experience as Senior Assistant Executive Secretary, Grade F or equivalent.
- v) Knowledge of anti-virus tools
- vi) Certificate in Public Relations and Customer Care or equivalent qualification from a recognized institution.
- vii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC).
- viii) Those with a good Bachelors degree, secretarial skills including Typewriting, Shorthand and Office Management will also be considered.

## 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-saexsdos@uonbi.ac.ke](mailto:recruit-saexsdos@uonbi.ac.ke)

**CLOSING DATE: FRIDAY, MARCH 13, 2026**

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