



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

PROCUREMENT ASSISTANT, GRADE 5-6 (AB), SUPPLY CHAIN MANAGEMENT SERVICES, CENTRAL ADMINISTRATION, AD/7/107/24– 13 POSTS

Job specifications (Applicants shall have)

- i) Minimum KCSE Grade C plain and a Diploma in Procurement or Supply Chain Management.
- ii) Three (3) years' experience at Grade 4 (IV).

Duties and responsibilities

The successful candidate will among other assignments be expected to assist officers in performing procurement and disposal matters related duties.

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 being addressed to the Deputy Registrar, Recruitment and Training, 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:

CLOSING DATE: FRIDAY, JULY 26, 2024

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