



**UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**ASSISTANT REGISTRAR, GRADE 12, ADMINISTRATION DEPARTMENT, CENTRAL
ADMINISTRATION – ADVERT NO. AC/8/332/26 (1 POST)**

Job specifications (Applicants must have)

1. Master's degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Project Planning, Industrial, Relations, Conflict Resolution, Human Resource Management, Business Administration, or any other related, relevant discipline.
2. CPS(K) or relevant professional qualification
3. 6 years' administrative experience with at least 3 years' experience as Senior Administrative Assistant Grade 9/10 OR 6 years work experience in a position of comparable responsibility in the University, of which at least 3 years must be at Grade 9/10
4. Member of a recognized professional body
5. Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
6. Computer literacy

Job description

Providing administrative support in students and academic services, human resource services, facilitating University Operations and performing any other duties as assigned.

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-ara@uonbi.ac.ke

CLOSING DATE: FRIDAY, SEPTEMBER 4, 2026

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