



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SECRETARY GRADE 6 (B), DEAN'S OFFICE, FACULTY OF ARTS AND SOCIAL SCIENCES, ADVERT NO. AD/2/197/26 (R&T) – 7 POSTS

Applicants shall have:

i) At least 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 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 100 w.p.m.) **or** Audio Typing/Writing III
- Typewriting (minimum 50 w.p.m.)

ii) Certificates in, and ability to use, word processing, spreadsheet, and database management packages

iii) Three (3) years' experience as Assistant Secretary Grade A or in a comparable position of responsibility

iv) Knowledge of anti-virus tools

Duties and Responsibilities

The successful candidate will among other assignments be required to provide secretarial and basic office administration duties in the Dean's Office, Faculty of Arts and Social Sciences.

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-sdofoaass@uonbi.ac.ke

CLOSING DATE: TUESDAY, FEBRUARY 24, 2026

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