



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR MESSENGER GRADE 4 (IV) - DIRECTORATE OF DIRECTORATE OF LIBRARY INFORMATION SERVICES- AD/3/80/24– 1 POST

Applicants should be holders of at least a KCSE or equivalent. Able to communicate fluently in both English and Kiswahili languages. Must have shown merit and ability in work performance and results and also have knowledge of the use of office equipment's like photocopiers plus Three (3) years of service as a Messenger Grade III or a Comparable Position in Grade III

Duties and Responsibilities

The duties of the successful candidate will among others include: general messengerial duties, recording and dispatching office correspondences, supervising outsourced office cleaners, preparing office tea and washing office tools.

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 forwarded through applicants' Heads of Departments, where applicable, and 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-smdolisci@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 22, 2024

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