



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

REGISTRY SUPERVISOR, GRADE BC, DEANS OFFICE, FACULTY OF BUSINESS AND MANAGEMENT SCIENCE, AD/2/50/24 – 4 POSTS

Applicants should be holders of KCSE C or equivalent with credits in English and Mathematics or equivalent, CPS II or Diploma in Archives and Records Management or equivalent qualification. Computer literacy and three (3) years' experience Assistant Registry Supervisor grade AB or an equivalent post.

Duties and responsibilities

The successful candidate will among other assignments be expected to maintain an efficient filing and retrieval system of documents, and files, ensure safe custody of personnel and general registry files, keep record of the movements of files and correspondence, and ensure proper documents and records Classification.

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 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-rs@uonbi.ac.ke

CLOSING DATE: FRIDAY, FEBRUARY 23, 2024

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