



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT SECRETARY GRADE A, TRANSPORT AND GARAGE DEPARTMENT - AD/3/101/21 - (R&T) - 1 POST

Applicants must have at least KCSE Grade C plain or KCE Division III, or an equivalent qualification with credit in English Language (those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have). In addition, applicants must have completed Stage I to III in the following subjects offered by KNEC or an equivalent certificate from a recognized examining body:

Business English II
Commerce II
Secretarial Duties II
Office Management III
Shorthand II (minimum 80 wpm) or Audio-Typewriting III
Typewriting 50 wpm
Have knowledge of Word Processing.

Please note that long serving staff without professional qualifications must have satisfactorily served for a minimum period of ten (10) years at the level of Copy Typist Grade IV and must have passed typing practical test (50 wpm). They must show an indication or effort to improve their professional qualifications.

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications and experience.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable.
3. Applicants should state their current designation, salary 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 addressed to the Deputy Registrar, Recruitment and Training Section then emailed to recruit-astgd@uonbi.ac.ke as one file in PDF.

CLOSING DATE: TUESDAY, APRIL 6, 2021.

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