



UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

REGISTRAR, PLANNING, GRADE: 15, CENTRAL ADMINISTRATION – ADVERT NO. AC/4/269/26 (R&T) - 1 POST

For Appointment to this grade, the applicant must have:

Academic and professional Requirements:

- a) PhD degree or its equivalent in either Public Administration or Human Resource Management or its equivalent
- b) CPS(K) or relevant professional qualification
- c) Member of a recognized professional administration or management body.

Experience and skills:

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- b) Have outstanding professional competence in administration and Management
- c) Administrative skills including organization, communication, time management, and customer care
- d) Computer literacy

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) Strategic planning: Leads Strategic Planning processes and facilitates the identification of key business objectives and goals and providing leadership and technical support in planning, monitoring and evaluating programs and projects across the University
- b) Policy Formulation and Implementation: Provide leadership in the formulation of public policy, standards and Frameworks within the institution;
- c) Monitoring, Evaluation and Reporting: Providing expertise in monitoring and evaluation approaches and tools and how they are applied in practice and tailored for the intended purposes;
- d) Research: Identify, collect and analyze credible information to make evidence-based policy, strategic technical, and financial recommendations;

- e) Capacity Building and Skills Development: Provide technical expertise in planning frameworks that can be leveraged to facilitate the development and delivery of performance skills in the University;
- f) Trends Analysis: Identify and keep pace with Industry trends that facilitate the development of informed strategic and technical direction by easily analyzing emerging trends in the higher education sector.
- g) Accountability: Accountable for all aspects of strategic planning, Policy Formulation and Implementation, resource allocation and statistical reports production.
- h) Any other duties as may be assigned by the Vice Chancellor from time to time.

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-regpp@uonbi.ac.ke

CLOSING DATE: TUESDAY, MAY 12, 2026

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

