



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

OFFICE ASSISTANT GRADE IV – DEPARTMENT OF EARTH AND CLIMATE SCIENCE, FACULTY OF SCIENCE AND TECHNOLOGY, AD/10/257/23– 1 POST

Applicants should be holders of at least a KCSE or its equivalent. They must be able to communicate fluently in both English and Kiswahili language, have ability to operate office equipment's like photo copiers, scanners etc. They must have three (3) years of service as Messenger grade III/office Assistant Grade III.

Duties and Responsibilities

The duties of the successful candidate will among others include: general office support services, recording and dispatching office correspondences, operating office equipment's, supervising outsourced office cleaners.

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: oadoeacs@uonbi.ac.ke

CLOSING DATE: FRIDAY, NOVEMBER 10, 2023

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