



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

EXECUTIVE SECRETARY GRADE 12 - ACADEMIC DIVISION, CENTRAL ADMINISTRATION, AC/10/234/23 - 1 POST

Applicants must have:

- i) At least a Diploma in Business Administration or equivalent qualification plus KCSE C (Plain) or KCE Div. II or an equivalent qualification with a credit in English Language. (Those who were employed in the University before 2007 will be considered with the grades they already have) and must have completed the following subjects offered by KNEC or an equivalent certificate from a recognized examining body:
 - i. Business English III
 - ii. Commerce II
 - iii. Secretarial Duties II
 - iv. Office Management III
 - v. Shorthand III (minimum 120 wpm) OR Audio typing writing III
 - vi. Typewriting 60 wpm
- ii) Certificates and ability to use word processing, spreadsheets and data base management packages
- iii) Three (3) years' experience as Senior Assistant Executive Secretary Grade F
- iv) Knowledge of anti-virus tools

OR

A good 1st Degree; secretarial skills including Typewriting, Shorthand, Office Management and an excellent command of both spoken and written English, 3 years in a busy office and Knowledge of antivirus

Job description

The successful candidate will among other assignments be required to provide secretarial and basic administration duties in the Academic Division, Central Administration.

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-esdoca@uonbi.ac.ke

CLOSING DATE: THURSDAY, NOVEMBER 2, 2023

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