



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT MAINTENANCE OFFICER (ELECTRICAL, CAPENTRY, JOINERY, PAINTING, DECORATION AND CONSTRUCTION), GRADE EF – DIRECTORATE OF FACILITY MANAGEMENT, AD/2/144/26 (5 POSTS)

JOB SPECIFICATIONS:

Applicants must be holders of a Bachelor of Arts Degree in Building Economic/ Quantity Surveying/Construction Management/Land Economics and three (3) years working experience in Grade CD. Applicants with Higher National Diploma (HND) and five (5) years working experience in Grade CD or ordinary Diploma with ten (10) years working experience in Grade CD will also be considered. They must have computer literacy with knowledge in AutoCAD, Arch CAD and Excel; and be registered with the relevant professional bodies.

Applicants are expected to demonstrate supervisory, management and communication skills; have analytical skills in general material schedules for construction work; and be able to prepare Bills of Quantities for construction work.

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-amocjpdace@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 13, 2026

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