



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**DEPUTY REGISTRAR (ADMISSIONS), GRADE 14 – AD/12/152/22 (1 POST)**

### **The position**

The position is domiciled in Administration Department. The successful candidate will be deployed to Academic Department. The University reserves the right to deploy anywhere within its establishment.

### **Job specifications (Applicants must have)**

- Masters degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar Grade 13
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

### **Job description**

- Verification of compliance with admission frameworks.
- Issuance of admission letters for fresh and returning students.
- Coordination of student Matriculation, Orientation and Registration.
- Updating and Publishing valuable information materials to new students.
- Developing and implementing promotional strategies for academic programmes.
- Facilitating alignment and compliance of Admissions of Policy, Regulations and Procedures with relevant Legal & Legislative and Regulatory Frameworks.
- Administration of infrastructure, facilities and ICT resources necessary for management of admissions process.
- Management and Administration of Personnel in Admission section.
- Any other related duties as may be assigned 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 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-drg14admi@uonbi.ac.ke](mailto:recruit-drg14admi@uonbi.ac.ke)

**CLOSING DATE: FRIDAY DECEMBER 16, 2022**

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