



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ESTATES OFFICER, GRADE EF – DIRECTORATE OF FACILITY MANAGEMENT, ADVERT NO. AC/2/138/26 (2 POSTS)

Applicants should be holders of at least a BA (Land Economics) or an equivalent qualification from a recognized university. They must be Associate Members of the Institution of Surveyors of Kenya (Valuation & Estates Management, Land Management or Building Surveyors' Chapter). They should have at least three (3) years' experience in grade CD and be computer literate.

The successful candidates will be expected to handle issues pertaining to allocation and lease management of university housing, lease administration of university leased properties, land management, management of utilities: water and electricity including connections, monthly billing and payments, valuation for rent, insurance sale/purchase among other duties.

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-eoestates@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 13 2026

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