



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

PLACEMENT OFFICER, GRADE 12, OFFICE OF THE DEAN OF STUDENTS AND CAREER SERVICES, CENTRAL ADMINISTRATION, ADVERT NO. AC/2/135/26 (R&T), 2 POSTS

- a) Applicants must be holders of a Master's degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Project Planning, Industrial Relations, Conflict Resolution, Human Resource Management, Business Administration or any other related, relevant discipline from a University of Nairobi Senate.
- b) CPS(K) or relevant professional qualification
- c) Six (6) years administrative experience with at least 3 years' experience as Senior Administrative Assistant Grade 9/10 OR 6 years work experience in a position of comparable responsibility in the University, of which at least 3 years must be at Grade 9/10 (EF).
- d) Member of a recognized professional body (where applicable).

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-podosacs@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 13, 2026

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