



**UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**REGISTRY CLERK GRADE IV, OFFICE OF THE REGISTRAR ACADEMIC, CENTRAL
ADMINISTRATION, AD/2/202/26 – 1 POST**

Applicants shall be holders of KCSE mean grade C or equivalent with credits in English and Mathematics or equivalent. They should have three (3) years' experience as a Clerk grade III and must have shown merit and ability in work performance and results

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-rclerkad@uonbi.ac.ke

CLOSING DATE: TUESDAY, FEBRUARY 24, 2026

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