



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

RECORDS CLERK GRADE A, DEAN OF STUDENTS AND CAREER SERVICES, CENTRAL ADMINISTRATION, AD/11/66/25 – 1 POST

Applicants must have KCSE C or equivalent with credits in English and Mathematics or equivalent. They must also possess certificates in Office Management, Record Keeping Courses or Certificate in Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications (Those who were employed in the University before 2007 will be considered with the KCSE grades they already have). They must have served for a minimum of three (3) years as Registry/Records Clerk Grade IV.

The successful candidate will be expected to among other assignments to ensure proper records filing, referencing, and ease record/documents retrieval.

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-rcdosacs@uonbi.ac.ke

CLOSING DATE: FRIDAY, DECEMBER 5, 2025

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