



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

RECORDS CLERK GRADE A/B, ASSOCIATE DEAN'S OFFICE, FACULTY OF BUSINESS AND MANAGEMENT SCIENCES, MOMBASA CAMPUS, AD/2/178/26 – 1 POST

Applicants shall be holders of KCSE C or equivalent with credits in English and Mathematics or equivalent plus a Certificate in Record Keeping or Office Management, KATC final or ACNC or equivalent qualifications. (Applicants who were employed by the University before 2007 will be considered with the KCSE/KCE grades they already hold.) They should have three (3) years experience Records Clerk grade IV or an equivalent post.

DUTIES AND RESPONSIBILITIES

The successful candidate will among other assignments be expected to: creating and maintaining accurate and up-to-date records, updating records, ensure that records are accurately classified and indexed, filing and retrieving documents/records.

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-rcfobamsmc@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 13, 2026

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