



## **UNIVERSITY OF NAIROBI INTERNAL JOB VACANCIES**

### **RECORDS MANAGEMENT OFFICER I, GRADE CD, ADMINISTRATION DEPARTMENT; AD/2/211/26 (1 POST) (R&T)**

Applicants must be holders of a Diploma or Higher Diploma in Records Management. Those with a Bachelor's degree in Information Science (Records Management option) will have an added advantage.

Applicants must have served in the grade of Records Management Officer II or in a comparable or relevant position for a minimum period of three (3) years.

They should demonstrate the ability to implement filing systems, be responsible for the security of documents and records, and be computer literate.

#### **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-rmadmin@uonbi.ac.ke](mailto:recruit-rmadmin@uonbi.ac.ke)

**CLOSING DATE: FRIDAY, MARCH 13, 2026**

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