



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**SENIOR ASSISTANT REGISTRAR (INDUSTRIAL RELATIONS), GRADE 13 – AD/12/167/22  
(1 POST)**

### **The position**

The position is domiciled in Administration Department. The University reserves the right to deploy anywhere within its establishment.

### **Job specifications**

- Masters degree in Industrial Relations, Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Political Science, Conflict Resolution, Management or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Assistant Registrar Grade 12
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

### **Job description**

- Prepare briefs to Management on labour related developments, legislations, practices and administrative requests and inquiries as per laid down Policies and Procedures;
- Provide secretariat services to University labour related engagements with unions and other stakeholders
- Keep abreast with changes in policies and procedures internally and externally and advise staff on labour related matters;
- Draft correspondence to staff HR inquiries/requests with regard to their entitlement as per employment contracts, terms of service and government regulations;
- Handle issues of labour and court related matters with external stakeholders;
- Coordinate collective bargaining and grievance procedures;
- Collate reports for internal and external use;
- Provide secretarial services to Central Corruption Prevention Committee (CCPC) and Integrity Assurance Officers (IAOs) meetings and
- Any other related duties as may be assigned from time to time.

## **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-sarg13ir@uonbi.ac.ke](mailto:recruit-sarg13ir@uonbi.ac.ke)

**CLOSING DATE: FRIDAY DECEMBER 16, 2022**

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