



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ADMINISTRATIVE ASSISTANT II, GRADE 9/10 (EF) – DIRECTORATE OF PLANNING AND PERFORMANCE MANAGEMENT, CENTRAL ADMINISTRATION, AD/11/59/25 (1 POST)

JOB SPECIFICATIONS:

- Bachelors (at least 2nd class Honours, Lower Division) degree from a recognized university
- At least CPS II or relevant professional or postgraduate qualification in administration, management or related area
- At least 3 years administrative experience at the level of Administrative Assistant Grade 7/8
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

JOB DESCRIPTION:

Providing administrative support in students and academic services, human resource services, facilitating University operations and performing any other related duty as assigned.

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-saapapm@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 5, 2025

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