



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT DEAN OF STUDENTS, GRADE 13, OFFICE OF THE DEAN OF STUDENTS AND CAREER SERVICES, AC/2/130/26 (R&T), 1 POST

- 1) Applicants must be holders of a Master's degree in any of the following disciplines; Counselling, Psychology, Clinical Psychology or a related field from a University recognized by the University Senate.
- 2) 9 years administrative experience, three (3) of which must be at the level of Assistant Dean of Students Grade 12 in administration of students welfare services, counselling or related field
- 3) Excellent verbal and written communication skills, critical-thinking skills, use of sound judgment
- 4) Knowledge of university disciplinary systems and relevant legal issues
- 5) Background in advising/counseling students and prior work administering student conduct processes is an added advantage
- 6) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- 7) Registered by the Counselors and Psychologists Board
- 8) 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-sadosdosacs@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 13, 2026

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

