



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT EXECUTIVE SECRETARY GRADE E - FINANCE DEPARTMENT - AD/6/155/21 - (R&T) - 1 POST

Applicants must have at least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have). In addition, they must have the following secretarial qualifications:

Business English III
Commerce II
Secretarial Duties II
Office Management III
Shorthand III (minimum 120 wpm) or Audio-Typewriting III
Typewriting 50 wpm

They should have certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages and knowledge of Anti-virus Tools. They should have three (3) years' experience as Senior Secretary Grade D or a position of comparable responsibility for this grade.

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications and experience.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable.
3. Applicants should state their current designation, salary 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 addressed to the Deputy Registrar, Recruitment and Training Section then emailed to recruit-aesfd@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY JULY 9, 2021.

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