



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

### **ASSISTANT SECRETARY GRADE A, DEPARTMENT OF DIAGNOSTIC IMAGING AND RADIATION MEDICINE - AD/3/86/21 - (CHS) - 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). They must have completed Stage I-III in the following subjects offered by KNEC or an equivalent certificate from a recognized examining body:

Business English II

Commerce II

Secretarial Duties II

Office Management III

Shorthand II (minimum 80 wpm) or Audio-Typewriting III

Typewriting 50 wpm

They should have knowledge of Word Processing.

Please note that long serving staff without professional qualifications must have satisfactorily served for a minimum period of ten (10) years at the level of Copy Typist Grade IV and must have passed typing practical test (50 wpm). They must show an indication or effort to improve their professional qualifications.

#### **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 Principal, College of Health Sciences (CHS) then emailed to [recruit-asdirm@uonbi.ac.ke](mailto:recruit-asdirm@uonbi.ac.ke)

**CLOSING DATE: TUESDAY, MARCH 16, 2021.**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.**

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**