



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

OFFICE ASSISTANT, KAVI-INSTITUTE OF CLINICAL RESEARCH - AD/4/42/22 - (1 POST)

Minimum Qualifications and Experience

- i) An applicant must have a Diploma in Front Office and Administration, or equivalent qualification from a recognized institution.
- ii) He or she must have a certificate in computers.
- iii) He or she must have a Telephone Operator/Receptionist certification.
- iv) The applicant should have a minimum of one (1) year work related experience.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

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 through applicants' Heads of Departments, where applicable, and 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 to recruit-oakicr@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, APRIL 22, 2022

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