



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR MESSENGER, GRADE 4 (IV), DEPARTMENT OF PLANT SCIENCE & CROP PROTECTION, FACULTY OF AGRICULTURE; AD/8/143/24 – 1 POST

Applicants shall be holders of at least a KCSE certificate or its equivalent; be able to communicate fluently in both English and Kiswahili languages; have served as Messenger/Cleaner grade III or equivalent position for at least three (3) years. Have knowledge of the use of office equipment's like photocopiers. Must have shown merit and work performance and results.

Duties and Responsibilities

The successful candidate will be expected among other assignments to: perform general office support duties like cleaning, mail recording and delivery, photocopying. They will be expected to be of high integrity, reliable, disciplined and committed to work. In addition, be able to handle highly classified information and work with minimum supervision.

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 Deputy Registrar, Recruitment and Training, 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-smpsacp@uonbi.ac.ke

CLOSING DATE: MONDAY, AUGUST 26, 2024

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