



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT DIRECTOR (PLANNING & PERFORMANCE MANAGEMENT), GRADE 13 – AD/12/174/22 (1 POST)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Directorate of Planning and Performance Management. The University reserves the right to deploy anywhere within its establishment.

Job specifications (Applicants must have)

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Education, Educational Administration, Communication or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Assistant Registrar Grade 12
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

- Providing administrative support in development, implementation and review of University Strategic Plan and planning activities
- Providing administrative support in the development, implementation and review of University Performance Contract framework
- Coordinating the development and conduct of surveys in the University
- Reviewing and updating Statistical databases
- Coordinating the development of data collection tools and instruments for field data collection in the University.
- Analysis of data to generate various periodic and non-periodic University Statistics and reports
- Any other related duties as may be assigned from time to time

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 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-sadppm@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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