



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT SECRETARY GRADE A, INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID) - AD/2/27/21 – (CHS) - 1 POST

Applicants must have at least KCSE Grade C or KCE Division Three (III) with credit in English language. Those who were employed before 2007 will be considered with the KCSE/KCE grades they already have. In addition, applicants 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 Studies II
- Office Management III
- Shorthand II (minimum 80 wpm) or Audio typewriting III
- Typewriting 50 wpm

Applicants should also have certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages and knowledge of Anti-virus Tools. They should have at least three (3) years experience as Copy Typist Grade IV or a position of comparable responsibility for this grade.

Please note that long serving staff without professional qualifications must have satisfactorily served in the grade of Copy Typist IV for a minimum period of ten (10) years 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 the Principal, College of Health Sciences (CHS) then emailed to recruit-asu@uonbi.ac.ke

CLOSING DATE: TUESDAY, FEBRUARY 16, 2021.

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