



UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

REGISTRAR, ADMINISTRATION, GRADE 15, ADMINISTRATION DEPARTMENT, CENTRAL ADMINISTRATION – ADVERT NO. AC/4/258/26 (R&T) - 1 POST

For Appointment to this grade, the applicant must have:

Academic and professional Requirements:

- a) PhD degree or its equivalent in either Public Administration or Human Resource Management or its equivalent
- b) CPS(K) or relevant professional qualification
- c) Member of a recognized professional administration or management body.

Experience and skills:

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- b) Have outstanding professional competence in administration and Management
- c) Administrative skills including organization, communication, time management, and customer care
- d) Computer literacy

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) Efficient facilitation of University management and administrative programmes.
- b) Interpretation and implementation of government policies, circulars, regulations and management decisions;
- c) Ensuring compliance with legislations, statutes, policies and guidelines;
- d) Secretary to University Executive Board, Staff Appointment and staff disciplinary committees; Secretariat to University Council committee of Human Resource and Administration, and adhoc committees
- e) Custodian of University official records in accordance with legislative, statutory and policies guidelines;
- f) Coordination of university-wide events including training, protocol and event management;
- g) Staff welfare including Collective Bargaining Negotiations with staff unions;
- h) Performing any other duty given as may be assigned by the Vice- Chancellor or supervisor 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 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 as one file in PDF to: recruit-regaa@uonbi.ac.ke

CLOSING DATE: TUESDAY, MAY 12, 2026

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