



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

### **MESSENGER GRADE 3 (III), STUDENTS CATERING DEPARTMENT, AD/2/40/24 – 1 POST**

Applicants must be holders of at least a KCSE certificate or its equivalent. They must have five (5) years working experience in relevant offices; be able to communicate fluently in both English and Kiswahili languages; have served as Messenger/Cleaner grade II or equivalent position for at least three (3) years and have knowledge of the use of office equipment's like photocopiers.

### **Duties and Responsibilities**

The successful candidate will be expected among other assignments perform general office support duties like cleaning, mail recording and delivery, photocopying while demonstrating good public relations and maintaining high levels of integrity and confidentiality.

### **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-mscsca@uonbi.ac.ke](mailto:recruit-mscsca@uonbi.ac.ke)

**CLOSING DATE: FRIDAY, FEBRUARY 23, 2024**

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