



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**REGISTRAR, ADMINISTRATION GRADE 15, ADMINISTRATION DEPARTMENT –
AC/11/79/20 (1 POST)**

Job specification

Applicants are required to have a PhD degree in Public Administration, Human Resource Management or a related field from a recognized university. Those with a Masters degree in the same fields will also be considered. All applicants must also possess CPS (K) or relevant professional qualification. They must be registered as member of a recognized professional administration or management body. They should have a minimum of twelve (12) years administrative experience, three (3) of which must be at Deputy Registrar level or equivalent. They must also be computer literate. In addition, applicants should have outstanding professional competence in administration and management.

Job description

The Registrar, Administration shall:

1. Report to the Deputy Vice-Chancellor, Human Resource and Administration (HRA) and be responsible to him on all human resource and administration matters of the University.
2. Facilitate implementation of Human Resources policies in the University.
3. Be the head of Administration Department and responsible for efficient management of Human Resource and utilization of resources in the Department.
4. Be the Secretary of the University Executive Board (UEB) responsible to the Vice-Chancellor.
5. Provide secretariat services to Standing Committees of Council and UEB Sub-committees
6. Prepare management briefs to the Vice-Chancellor on policy and management matters.
7. Coordinate implementation and management of human resource policies in matters related but not limited to recruitment, training, discipline, industrial relations, registries and records, terms and conditions of service, schemes of service and collective bargaining agreements.
8. Coordinate all administration functions in the University related but not limited to performance contracting, ISO, staff performance appraisal and Human Resources Information System.
9. Perform any other duties assigned by the Deputy Vice-Chancellor (HRA) from time to time or any other officer authorized by the Vice-Chancellor.

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications and experience.
2. Applications and related documents should be forwarded through the 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 as shown in the advertisement.
5. Applications should be emailed to **recruit-ra@uonbi.ac.ke**

CLOSING DATE: FRIDAY, NOVEMBER 20, 2020.

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