



**UNIVERSITY OF NAIROBI INTERNAL
JOB VACANCIES**

**REGISTRY SUPERVISOR GRADE BC, ADMINISTRATION DEPARTMENT; ADVERT
NO. AD/3/212/26 (1 POST) (R&T)**

Applicants must have KCSE Mean Grade C (plain) or equivalent with credits in English and Mathematics or equivalent. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) In addition, they should have CPS II or Diploma in Archives and Records Management or equivalent. They should have at least three (3) years' work experience as Assistant Registry Supervisor Grade A/B or an equivalent post and be computer literate.

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-assrsadmin@uonbi.ac.ke

CLOSING DATE: MONDAY MARCH 30, 2026

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