



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR LEGAL ASSISTANT, GRADE EF, DIRECTORATE OF LEGAL AND CORPORATE BOARD SERVICES, CENTRAL ADMINISTRATION – ADVERT NO. AC/3/160/26 (1 POST)

JOB SPECIFICATIONS:

1. LLB
2. Advocate of the High Court of Kenya
3. At least three (3) years' experience as Legal Assistant Grade CD.
4. 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 forwarded 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-lodolacbs@uonbi.ac.ke

CLOSING DATE: MONDAY MARCH 30, 2026

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