



## **UNIVERSITY OF NAIROBI**

### **INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**ASSISTANT REGISTRY SUPERVISOR GRADE AB, PRINCIPAL'S OFFICE,  
COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES - AD/5/119/21 - (CAVS)  
- 1 POST**

Applicants must have at least KCSE C or equivalent qualification with credits in English and Mathematics or equivalent. They must also have Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent. In addition, the applicant should have three (3) years' experience as Records Clerk Grade IV.

#### **Notes**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications and experience.
2. Applications and related documents should be forwarded through 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 indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be addressed to Principal, College of Agriculture and Veterinary Sciences (CAVS) then emailed to [recruit-arspoc@uonbi.ac.ke](mailto:recruit-arspoc@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY, JUNE 11, 2021.**

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