



**UNIVERSITY OF NAIROBI**  
**INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**SENIOR SUPPLIES OFFICER, GRADE 13, PROCUREMENT DEPARTMENT, CENTRAL ADMINISTRATION – ADVERT NO. AC/4/270/26 (R&T) – 4 POSTS**

For Appointment to this grade, the applicant must have:

**Academic and professional Requirements**

- a) Masters degree in any of the following areas; Economics, Commerce Business Administration or its equivalent.
- b) Full Professional qualification in Purchasing and Supply
- c) 9 years' experience, 3 years of which should be as Assistant Senior Supplies/Purchasing Officer or its equivalent

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

**CLOSING DATE: WEDNESDAY, MAY 12, 2026**

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