

Secretary Grade B – Department of Civil and Construction Engineering at University of Nairobi

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Job Description

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The University of Nairobi, a body corporate established under the Universities Act of the laws of Kenya and the University of Nairobi Charter, is the pioneer institution of University education in Kenya and the region. The only institution of higher learning in Kenya for a long time, the University of Nairobi responded to the national, regional and Africa's high level manpower training needs by developing and evolving strong, diversified academic programmes and specializations in basic sciences, applied sciences, technology, humanities, social sciences and the arts. Through module II (continuing education) programmes, invaluable opportunity has been opened to hundreds of Kenyans and non-Kenyans, on a paying basis, who meet university admission requirements, but who have not been able to access university education due to restricted intake into the regular programmes that is determined by limited resource allocation by Government.

About Job

AD/5/61/23 – 1 POST

Applicants must have:

At least KCSE C (Plain) or KCE Division III or an equivalent qualification with a credit in English Language. (Those who were employed in the University before will be considered with the grades they already have) and must have completed the following subjects offered by KNEC or an equivalent certificate from a recognized examining body: Business English III Commerce

II Secretarial Duties I Office Management III Shorthand III (minimum wpm) OR Audio typing writing III Typewriting 50 wpm

Certificates and ability to use word processing, spreadsheets and data base management packages

Three years' experience as Assistant Secretary Grade A or a comparable position of responsibility

Knowledge of anti-virus tools

Summary

The successful candidate will among other assignments be required to provide secretarial and basic office administration duties in the Department of Civil and Construction Engineering, Faculty of Engineering

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