

Senior Assistant Executive Secretary Grade F – Deans Office, Faculty of Engineering at University of Nairobi

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Job Description

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

AD/5/60/23 – 1 POST

Applicants must have:

At least a Diploma in Business Administration or equivalent qualification plus KCSE C (Plain) or KCE Div. 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 II Office Management III Shorthand III (minimum wpm) OR Audio typing writing III Typewriting 60

wpm

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

Three years' experience as Assistant Executive Secretary Grade E

Knowledge of anti-virus tools

Responsibilities

The successful candidate will among other assignments be required to provide secretarial and basic administration duties in the Dean's office, Faculty of Engineering

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