



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROGRAM ADMINISTRATIVE ASSISTANT (PAS) USAID FAHARI YA JAMII PROJECT - AD/12/234/21 (6 POSTS)

The Project

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. To successfully implement the Project seeks to competitively fill the above position:

The Position

These are full-time position; 3 based in Nairobi and 3 based in Kajiado.

Job description

The Program Administrative Assistant will be responsible for supporting the four sub-county technical teams in running of program activities. He or she will work with the teams in planning for meetings including training, mentorships, county and sub-county level logistics, report writing and reconciliation of technical and program activities with the finance and procurement team. He or she will also offer support to the program advisors in similar activities. In collaboration with the project team, support scheduling and running of planned meetings, contribute to weekly planning schedules for the technical team and oversee the logistics, working closely with the procurement team, support follow up of technical team procurement requests, and support the technical team in reconciliation of activities including final reports.

Job specifications

At a minimum, the PAS will have:

- Bachelor's degree in Social Sciences, Management, Finance and Accounting, Project Management, Office Management, or a related field.

- At least three (3) years' experience providing program implementation administrative support.
- Those with a Diploma in Management, Accounting, Project Management, Office Management or a related field and ten (10) years' progressive experience in a large program implementation environment will be considered.
- Proficiency in word-processing, spreadsheets

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

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 indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and 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 to recruit-paafjp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY DECEMBER 17, 2021

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