



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

ADMINISTRATIVE OFFICER (TRAINING SUPPORT) - CENTER FOR EPIDEMIOLOGICAL MODELLING AND ANALYSIS – AD/5/18/2025, 1 POST

The Position Description

The Center for Epidemiological Modelling and Analysis (CEMA) at the University of Nairobi seeks to appoint a dedicated **Administrative Officer (Training Support)** with a passion for health research and strong organizational skills. This role involves providing administrative and logistical support for CEMA's research and training activities. They will ensure the seamless execution of training programs by managing schedules, coordinating resources, and overseeing training-related documentation. Additionally, they will support training participants with logistical travel arrangements, coordinate faculty and trainers, and manage training venues to facilitate effective learning experiences.

About CEMA

CEMA is a Center of Excellence at the University of Nairobi bringing together a multidisciplinary consortium of epidemiologists, infectious disease specialists, medical and veterinary health professionals and clinicians, mathematicians, statisticians, computer scientists, software engineers, economists, and data scientists to harness data-driven approaches for controlling infectious diseases and advancing public health in Kenya and across Africa. Established in 2020, CEMA's work has guided responses to the COVID-19 pandemic and other disease outbreaks and health crises, advanced the control and elimination of neglected tropical diseases across African countries, provided insights to optimize health programs and improve health outcomes, and provided training in quantitative skills to analyze health data and address critical public health challenges in Africa. CEMA is supported by multiple funding agencies including the Gates Foundation, Coalition for Epidemic Preparedness Innovations, the Wellcome Trust, among others.

Duty Station: Center for Epidemiological Modelling and Analysis, located at the University of Nairobi Institute of Tropical and Infectious Diseases, Nairobi, Kenya.

Reporting to: Program Administrative Manager

Position Responsibilities

- i) Assist in the planning, organization, and execution of training sessions, workshops, or seminars
- ii) Coordinate with internal and external trainers, participants, and stakeholders to ensure training activities are scheduled and communicated effectively
- iii) Handle the logistical aspects of training programs, including coordinating travel and accommodation arrangements for trainers or participants
- iv) Prepare materials and handouts for each training session

- v) Maintain accurate records of training sessions, including attendance, evaluation forms, and feedback from participants
- vi) Keep track of CEMA's training schedules
- vii) Send out communication such as invitations, pre- and post-training surveys to participants
- viii) Serve as the point of contact for trainers and other stakeholders regarding training schedules and requirements
- ix) Assist in preparing reports on training activities, including participation rates, feedback, and outcomes
- x) Support the evaluation process for trainings by gathering participant feedback and assisting with the analysis of training effectiveness
- xi) Working with the center's administrative team to provide administrative and operational support for the team

Position Requirements

- i) Bachelor's degree in Business Administration, Management, or an equivalent field
- ii) At least two (2) years' experience as an administrator in a busy environment
- iii) Experience working in health research capacity-building projects
- iv) Excellent planning and organizational skills and multitasking abilities and a problem-solving attitude
- v) Excellent communication skills, both written and verbal.
- vi) Good computer skills with proficiency in Microsoft packages
- vii) Must be a self-motivated and reliable person who can work with minimal supervision
- viii) Ability to work collaboratively with a diverse team in a multidisciplinary work environment

Terms of Appointment

The appointment will be for one (1) year contract, renewable subject to performance and availability of funds. The successful candidate will enjoy a competitive salary based on their qualifications and experience. In addition to a fulfilling and challenging role, they will receive a comprehensive benefits package, including health insurance, leave allowance, and opportunities for professional development.

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-AdminTS@uonbi.ac.ke

CLOSING DATE: JUNE 4, 2025

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