



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROGRAM ASSOCIATE (PA), USAID FAHARI YA JAMII PROJECT FACULTY OF HEALTH SCIENCES AD/12/300/23 1 POST

The Project

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari Ya Jamii) to support implementation of the Kenya Health Partnership for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties.

The Position

This is a full-time position based in Nairobi and Kajiado.

Job description

This position reports to the COP with responsibility of liaison between the technical, finance and operational work streams for timely and seamless execution of activities. This post shall provide administrative and secretarial support services to the senior management, including Principal Investigator/Project Lead, the Chief of Party (COP) and Deputy Chief of Party (DCOP). The Program Associate is responsible for ensuring the smooth running of senior project offices including management of information and following up on implementation of management decisions.

Duties and Responsibilities

- Provide executive assistance and secretarial support services to senior management, ensuring smooth running of the senior management offices and effective processing of information and data
- Provide effective office operations, systems and procedures facilitating team work, collaboration and timely implementation of executive actions
- Manage immediate PI/COP office operations with respect to communications, meetings and work flow; and identify priority issues that need PI/COP attention;
- Establish internal tracking systems and procedures for correspondence and documents; monitor work progress and priority cases

- Arrange appointments and maintain PI/COP/DCOP calendar, as well as support communication needs of the PI/COP/DCOP
- Organize high-level meetings including taking responsibility for finalization of meeting agenda, invitations, production and distribution of documentation, and preparation and filing of the minutes
- Distribute meeting reports and information; and ensure follow-up on required actions.
- Collect and prepare briefing materials for PI/COP/DCOP trips and special meetings;
- Undertake travel arrangements for COP/DCOP
- Establish and maintain a records management system containing reference materials and confidential records as required
- Prepare correspondence for COP's signature
- Establish follow-up systems of actions taken and report to the PI/COP.

Minimum requirements

At a minimum, the PA will have:

- A Bachelor's degree in either Public Administration, Journalism, Secretarial Studies, Law, Language Studies or any related field.
- At least two (2) years' experience in a similar position in a large organization
- Possess superlative communication (written, spoken and electronic) skills

Terms of appointment

This is a full-time position on a one-year contract renewable on satisfactory performance and 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 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 and
6. Applications should be emailed as one file in PDF: recruit-pofyi@uonbi.ac.ke

CLOSING DATE: FRIDAY, JANUARY 5, 2024

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