UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROGRAM ASSOCIATE (PA), USAID FAHARI YA JAMII PROJECT - AD/3/38/22 - (1 POST)

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. For successful implementation, the Project seeks to competitively fill the above position.

The Position

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

Job description

This position reports to the COP with responsibility for the coordination of implementation of technical, operational and administrative work streams for timely and seamless execution of activities. The role of this post is to provide administrative and secretarial support services to the senior management, including Principal Investigator/Project Lead, the COP and 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 and the 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 cases of priority

- Arrange appointments and maintain PI/COP calendar, as well as support communication needs of the PI/COP
- Organize high-level meetings including taking responsibility for finalization of meeting agenda, invitations, production and distribution of documentation, and preparation of minutes of meetings.
- Distribute meeting reports and information; and ensure follow-ups on required actions.
- Organize and facilitate administrative work of the office including establishing internal procedures and tracking systems for correspondence and documents; receive, screen and register correspondence and documents.
- Collect and prepare briefing materials for PI/COP 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 the supervisor's signature
- Establish follow-up systems of actions taken and reports 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 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 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, as well as indicating their telephone 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-paufyjp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: MONDAY, MARCH 21, 2022

THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.