



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

ASSISTANT ADMINISTRATOR, KENYA AIDS VACCINE INITIATIVE – INSTITUTE OF CLINICAL RESEARCH (KAVI-ICR) - AD/6/154/21 (1 POST) (CHS)

The Project

This is a collaborative study of the University of Nairobi, the WestVac Biopharma Co., Ltd. and West China Hospital of Sichuan University on Recombinant COVID-19 vaccine (Sf9 cells) to be done at the University of Nairobi's Kenya AIDS Vaccine Initiative Institute of Clinical Research (KAVI-ICR). The location of the study is Nairobi.

Minimum requirements

- Bachelor's degree from a recognized university and relevant professional certificate or postgraduate qualification in management or administration.
- At least 2 years experience as an administrator preferably in a research Institution.
- Computer literate with good communication skills.

Terms of appointment

This a one year contract renewable by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone and email contacts.
2. Applications and related documents should be addressed to **The Principal, College of Health Sciences** and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to recruit-aakaviicr@uonbi.ac.ke

CLOSING DATE: FRIDAY, JUNE 25, 2021.

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