UNIVERSITY OF NAIROBI
EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROJECT ASSISTANT, ENGAGE PROJECT, INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID), AD /10/245/23 – 1 POST

BACKGROUND

The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) received an Award of project funding following a successful application for funding to the TAKEDA Pharmaceuticals Global Cooperate Social Responsibility (CSR). The project under the title ENabling Girls in Artificial Intelligence (AI) and Growing Expertise (ENGAGE) in Data Science will create a health-focused machine learning training programme for young women in Kenya. This foundational work will allow female data scientists to improve health in their communities. In this ENGAGE project, the University of Nairobi is collaborating with the University of California San Francisco (UCSF) and Kenyan Universities based in several counties.

The Position
This is a fulltime position based in Nairobi.

Job Summary

The Engage Project Assistant will provide administrative and organizational support to the Project Managers and project team. They will coordinate the project's field activities, manage documentation, and ensure that project timelines and objectives are met. This role requires strong organizational and communication skills to facilitate the smooth execution of projects.

Key Roles and Responsibilities

i) Provide day-to-day administrative support to the project.
ii) Schedule meetings, prepare agendas and take meeting minutes.
iii) Maintain project calendars and schedules.
iv) Handle project related correspondence and documentation.
v) Facilitate communication within project teams and with stakeholders.
vi) Serve as a point of contact for team members and external partners.
vii) Coordinate the flow of information and updates between team members.
viii) Assist in project planning and scheduling.
ix) Monitor project progress and report on key milestones.
x) Track project expenses and maintain budget records.
xi) Assist in allocating and tracking project resources, including personnel, equipment, and materials.
xii) Help ensure that resources are available as needed to meet project requirements.
xiii) Assist in maintaining quality standards and compliance with project requirements.
xiv) Coordinate local travel.
xv) Support quality control and quality assurance activities as needed.

Job Specifications, Applicants shall have

i) Bachelor's degree in either of the following fields Business related fields, Project Management or any other related fields.
ii) Over 3 years' experience in an administrative in research-based donor funded project.
iii) Proficiency in office productivity software's (e.g., Microsoft Office Suite).
iv) Possess the following: Strong organizational and time-management skills, Excellent communication and interpersonal skills and should demonstrate ability to give attention to detail, work with a high degree of accuracy, work effectively in a team and collaborate with colleagues.
v) Possession of skills in accounting and budgeting for donor funded research will be an added advantage.

Required Skills:

- Office administration.
- Document management.
- Communication and interpersonal skills.
- Time management and organization.
- Problem-solving.
- Attention to detail.
- Project coordination and scheduling.

Desirable Skills

- Experience in a donor-funded project with field implementation activities.
- Experience with training programs that involve training workshops as either face-to-face or online with multi-stakeholder involvement.

Terms of appointment

This is 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 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-paepunitid@uonbi.ac.ke

CLOSING DATE: WEDNESDAY, NOVEMBER 8, 2023

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