



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

PROJECT ADMINISTRATOR, HEROIC PROSTATE CANCER PRECISION HEALTH PROJECT (PCAPH) AFRICA 1K, EAST AFRICAN KIDNEY INSTITUTE (EAKI), FACULTY OF HEALTH SCIENCES, AD/4/83/24, 1 POST

Background

The University of Nairobi, through the East African Kidney Institute (EAKI) received an award from the US Department of the Army under the US Army Medical Research Acquisition Activity for funding to support the management of prostate cancer in Africa.

The Position

Reporting to the Principal Investigator, or his delegated authority appointee, the Study Administrator will be responsible for day-to-day personnel and operations administration. He/she will handle all official correspondence, procurement, maintenance of equipment, control of issue and usage of office supplies, record keeping, vehicle maintenance, communication and general running of the project activities.

Responsibilities

- i) Maintain personnel, facilities, supplies and equipment records
- ii) Ordering of supplies and liaising with suppliers.
- iii) Keep inventories of facilities, supplies and equipment.
- iv) Review transport/vehicle records from the driver on a daily basis
- v) Review of office running expense records (from the receptionist)
- vi) Administration of transport, meetings and training sessions
- vii) Liaise with relevant offices to facilitate contracts and grant management.
- viii) Ensure employee welfare and safety
- ix) Keep the Program Coordinator informed of all decisions regarding personnel, supplies, facilities and equipment
- x) Secretary to the Project Technical Team
- xi) Any other duties as may be assigned from time to time to support the program by the Principal Investigator.

Job Specifications

- i) A Bachelor's degree from a recognized university preferably in any of the following fields: Business Administration, Procurement Management, Information Computer Technology (ICT) or any other equivalent degree.
- ii) At least one (1) year of experience using computer packages such as Microsoft Word, Excel, PowerPoint, Publisher
- iii) Minimum one (1) year working experience in procurement and logistics, data collection on revenue preferably in a Government Agency or an Institution of Higher Learning.
- iv) High level computer and internet skills.
- v) Excellent interpersonal skills, skilled group leader, organizational skills, ability to multi-task, ability to proactively identify and solve problems.

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 two (2) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Deputy Registrar, Recruitment and Training, 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-pahp@uonbi.ac.ke

CLOSING DATE: FRIDAY MAY 10, 2024

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