



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

SENIOR PROJECT ADMINISTRATOR, HISTAC PROJECT, FACULTY OF HEALTH SCIENCES - AD/2/9/23 - (1 POST)

Background

The University of Nairobi, Faculty of Health Sciences (UoN-FHS) received a Sub-Award from University of California San Francisco (UCSF) following a successful collaborative application for funding to US Centers for Disease Control and Prevention (CDC) under the project entitled “Health Information Systems Technical Assistance Consortium (HISTAC) Project”. This project aims to develop OpenMRS system for the program entitled “HQ Supported Development, Implementation, Use and Evaluation of Interoperable Health Information Systems to Achieve HIV/AIDS and TB Epidemic Control through Improved Health Informatics Policy, Governance, Workforce Capacity, and Systems under PEPFAR” in at least five countries 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

- Maintain personnel, facilities, supplies and equipment records
- Ordering of supplies and liaising with suppliers.
- Keep inventories of facilities, supplies and equipment.
- Review transport/vehicle records from the driver on a daily basis
- Review of office running expense records (from the receptionist)
- Administration of transport, meetings and training sessions
- Liaise with relevant offices to facilitate contracts and grant management.
- Ensure employee welfare and safety

- Keep the Program Coordinator informed of all decisions regarding personnel, supplies, facilities and equipment
- Secretary to the Project Technical Team
- Any other duties as may be assigned from time to time to support the program by the Principal Investigator.

Required Academic Qualifications

Bachelor's degree from a recognized university preferably in business administration, management, Information Computer Technology or an equivalent.

OR

Higher Diploma in Business Administration, Project Management or related field

Required Experience, Skills, Knowledge and Abilities

- At least three (3) years of experience using computer packages such as Microsoft Word, Excel, Powerpoint, Publisher
- Minimum three (3) years working experience in a similar position preferably in a donor funded project in a research institute or an institution of higher learning for degree holders
- Minimum Four (4) years working experience in a similar position preferably in a donor funded project in a research institute or an institution of higher learning for higher diploma holders
- High level computer and internet skills.
- Excellent interpersonal skills, Skilled group leader, organizational skills, ability to multi-task, ability to proactively identify and solve problems.
- Prior experience in health-related projects will be an advantage.

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, 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-spahistacp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: THURSDAY MARCH 2, 2023

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