



## **UNIVERSITY OF NAIROBI**

### **EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

#### **ASSISTANT ADMINISTRATOR & ACCOUNTANT, UNITID - AD/12/235/21 (1 POST)**

#### **Background**

The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) is one of the research Institutes at University of Nairobi whose mandate is to carry out research on Infectious Diseases in the region. UNITID is looking for Assistant Administrator & Accountant to support the various research projects.

#### **The Position**

Reporting to the Director Research, the Assistant Administrator & Accountant will be responsible for day-to-day personnel and operations administration. He or 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 of office running expense records
- Processing of all financial requests
- Ensuring financial reports are prepared in a timely manner
- Ensuring project budgets are adhered
- Ensuring compliance to funding agency requirements
- Administration of transport, meetings and training sessions
- Liaise with relevant offices to facilitate contracts and grant management.
- Ensure employee welfare and safety and
- Any other duties as may be assigned from time to time to support the program by the Director Research.

#### **Minimum Requirements**

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

## **Terms of Appointment**

This is 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, 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-aaau@uonbi.ac.ke](mailto:recruit-aaau@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: TUESDAY, DECEMBER 21, 2021**

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