UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROGRAM ADMINISTRATIVE MANAGER, CENTER FOR EPIDEMIOLOGICAL MODELLING AND ANALYSIS (CEMA-NTD PROJECT), INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID) - AD/11/129/2022, 1 POST

The Position Description

The position of Program Administrative Manager (PAM) at the Center for Epidemiological Modelling and Analysis is based at the University of Nairobi Institute of Tropical and Infectious Diseases. The Manager will work within CEMA supporting the "NTD Modelling Consortium: Informing Program Decision-Making" program, funded by the Bill and Melinda Gates Foundation. The CEMA-NTD program brings together experts in epidemiology and disease modelling at the University of Nairobi, University of Oxford, Erasmus University Medical Center Rotterdam, Imperial College London, Pan-African Mosquito Control Association, London School of Hygiene and Tropical Medicine, Lancaster University, University of Warwick, and University of California to inform NTD control and elimination programs through modelling insights.

The Program Administrative Manager will be responsible for ensuring the smooth operation of administrative aspects of the project to facilitate the implementation of project activities and will be expected to actively participate in program development and grant implementation by supporting programmatic work in collaboration with the Principal Investigator.

Job Title: Program Administrative Manager

Duty Station: Center for Epidemiological Modelling and Analysis, University of Nairobi Institute of Tropical and Infectious Diseases, Nairobi, Kenya

Reporting to: Principal Investigator

Responsibilities

- Manage the daily administrative functions of the CEMA-NTD program and serve as the advisor to the Principal Investigator
- Manage and coordinate the planning, implementation and monitoring of program activities and deliverables
- Monitor program activities to ensure compliance with contracts and procedures and ensure projects are in line with donor commitments and compliance expectations
- Ensuring efficient management of project funds through regular tracking of funds utilization and routine monitoring of project budgets
- Manage project procurements, deliveries, and other logistical coordination
- Ensure compliance with both institutional and funder regulations and that all administrative processes are accurate and maintained
- Plan and run program events and meetings
- Work with program teams to review activity plans and progress
- Collaborate in the recruitment process according to institutional guidelines and procedures
- Establish and maintain effective working relationships with program collaborators and partners

- Ensure collection of the relevant information during the program's cycle for reporting purposes
- Draft, collate and provide input for the finalization of internal and external reports
- Serve as the primary point of operation and administrative contact for internal and external constituencies

Requirements

- Master's Degree from a recognized University preferably in Business Administration, Management, or equivalent
- At least five (5) years of demonstrated program management experience for donor-funded projects
- Knowledge of donor administrative, management, and reporting procedures and systems, along with project planning, budget, and financial management experience
- Experience in project monitoring and evaluation
- Knowledge of University of Nairobi systems will be an added advantage
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Very good knowledge of Microsoft Office (including MS Word, Excel, Power-point or other presentation software, Outlook and Skype)
- Willingness to take on responsibilities
- Strong team spirit and ability to work in an intercultural environment
- Attention to detail with a structured way of approaching tasks (well organized), ability to plan ahead and result oriented (pro-active)
- Ability to work both independently and as part of a team
- Ability to work under pressure with tight deadlines
- Self-motivated

Terms of Appointment

This is a position whose tenure is a 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 as one file in PDF to: recruit-pamu@uonbi.ac.ke

CLOSING DATE: THURSDAY, NOVEMBER 24, 2022

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