



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**OFFICE ASSISTANT, USAID FAHARI YA JAMII PROGRAM, ADMINISTRATION DEPARTMENT - AD/7/179/21 - (3 POSTS)**

### **The Project**

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. To successfully implement the Project seeks to competitively fill the above position:

### **The Position**

This is a full time position based in Nairobi and Kajiado.

### **Job description**

The Office Assistant will provide general administrative and cleaning duties for the project and work closely with the Administrative Officer to provide logistical support for meetings, workshops, training, procurement and supplies required for daily project operations.

### **Job specifications**

The applicant must have a certificate in Housekeeping and at least five (5) years' experience supporting donor projects in a public institution.

### **Terms of appointment**

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

**CLOSING DATE: FRIDAY, AUGUST 13, 2021**

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