



**UNIVERSITY OF NAIROBI
EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

**RESEARCH PROJECTS AND OFFICE ADMINISTRATOR, INSTITUTE FOR
DEVELOPMENT STUDIES - AD/4/17/23 - (1 POST)**

Background

The Institute for Development Studies (IDS), founded on October 8, 1965, is a research institute domiciled at the University of Nairobi. IDS has the mandate to influence and shape development policy thinking in Kenya and the African region by providing research support to the government, the private sector, non-governmental sector as well as development partners. Research findings by scholars at the IDS provide evidence to support practical policy solutions to development challenges.

In its quest to continue discharging its mandate, the Institute invites applications from suitably qualified persons to fill the position of Research Projects and Office Administrator

Job Specifications

The duties and responsibilities at this level will entail:

- Arranging and handling all administrative activities and logistics for the Institute and the Director's office. These include research related meetings and events, both internal and external: schedule meetings; draft agenda; develop, compile, and distribute presentation materials; record meeting minutes and communicate action points for various stakeholders;
- Support drafting, editing, and preparing correspondences, reports, and other project related materials;
- Provide administrative and secretariat support to the Institute researchers;
- Facilitate performance of administrative and related tasks;
- Coordinate quarterly tracking of performance of outputs by researchers;
- Coordinate tracking of performance of the Institute;
- Track progress of implementation of research projects and activities and promote projects and the Institute's visibility;
- Overseeing grant applications and proposal development at the Institute in consultation with the Office of the Director and researchers;
- Support day-to-day operations of the Institute;
- Facilitate acquisition of research permit and ethical clearance;
- Facilitate obtaining of Memorandum of Understanding (MoU) between partners and the University of Nairobi;
- Maintain communication and liaison with relevant University of Nairobi departments and units; and with funders and partners;
- Liaise with other departments of the University for improved performance of the Institute.

Person Specifications

For appointment to this grade, a candidate must meet the following requirements:

- Have a Masters degree in Development Studies and/or Social Sciences or related disciplines from a recognized institution;
- Proficiency in computer applications including use of MS Word, Excel, and PowerPoint
- Must be knowledgeable on research grant management and proposal writing.
- Experience in carrying out development research, and management of research projects and/or grants is an added advantage.

Key Skills and Competencies

- Planning and organizational skills;
- Ability to work with flexibility on several tasks simultaneously;
- Experience in preparation and management of seminars, workshops, and international conferences
- Experience in coordinating research programmes
- Ability to profile research outputs through communication platforms
- Team player
- Strong communication and interpersonal skills

Terms of Employment:

Employment will be on one-year renewable terms (with 3 months' probation period) depending on availability of funds. Gross monthly salary attached to this post is Ksh. 118,000 - 153,000 per month depending on experience, and demonstrated competency.

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 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-rpoa@uonbi.ac.ke

CLOSING DATE: THURSDAY APRIL 25, 2023

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