



# UNIVERSITY OF NAIROBI

## INTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

**PROGRAM ASSISTANT - WASH USAID FAHARIYA JAMII PROGRAM, ADMINISTRATION DEPARTMENT - AD/5/22/23, 1 POST**

### **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.

### **Job description**

The Program Assistant will provide the WASH program area with day-to-day support related to programmatic, administrative and coordination duties. S/he will support community mobilization and engagement as well as logistical planning and documentation of the project including through photos, short film diaries, blogs and written input for the report for the project. He or she will work with the teams in planning for meetings including training, mentorships, county and sub-county level logistics, report writing and reconciliation of technical and program activities with the finance and procurement teams. In collaboration with the project team, support scheduling and running of planned meetings, contribute to weekly planning schedules for the technical team and coordinate the logistics and procurement requests. S/he will support the M& E assistants to ensure smooth data collection and reporting process. Additionally, they will ensure compliance with program SOPs including timely payment of suppliers and participants and tracking of activities.

### **Job specifications**

At a minimum, the Program Assistant will have:

- i) A Diploma in Community Health/Public Health.
- ii) Five (5) years' experience in relevant field.
- iii) Experience in providing administrative support to HIV programs.

## **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.

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 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-pawfyi@uonbi.ac.ke](mailto:recruit-pawfyi@uonbi.ac.ke)

**CLOSING DATE: TUESDAY, MAY 23, 2023**

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