UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROGRAM ADMINISTRATIVE ASSISTANT (PAS) USAID   FAHARI YA JAMII PROJECT AD/11/271/23, 1 POST

The Project

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

The Position
This is a full-time position based in Nairobi.

Duties and responsibilities

- Support the HR Specialist in staff on boarding and orientation
- Assist in maintaining accurate and up-to-date employee records, both physical and electronic, while ensuring confidentiality and compliance with data protection regulations.
- Provide administrative support to the HR department
- Support inventory and asset management, including office and kitchen and facility supplies and equipment.
- Facilitate tagging of all assets and supplies. and tagging of all assets and supplies.

Job specifications

At a minimum, the PAS will have:
- Bachelor's degree in any of the following fields: Social Sciences/Humanities, Management, project management, Office Management, or any other related field plus at least two (2) years' experience providing program implementation in Human Resource **OR** a Diploma in Management, Accounting, Project Management, Office Management or any other related field plus 5 years' experience in a large program implementation environment will be considered.
- Proficiency in word processing, spreadsheets, Excel.

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, 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-aa@fyj.uonbi.ac.ke

CLOSING DATE: FRIDAY, DECEMBER 8, 2023

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