



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position

PROJECT MANAGER - KAVI - INSTITUTE OF CLINICAL RESEARCH (KAVI-ICR), VAGINAL MICROBIOME STUDY - 1 POST, ADVERT REF NO. AD/4/224/26

Background of the GAIN Study

The Vaginal Microbiome Study is a study focusing on vaginal microbiome and metabolomics in and out of pregnancy in relation with adverse pregnancy outcomes. ObimboLab, in partnership with the KAVI-Institute of Clinical Research, is seeking a motivated and dedicated candidate to join the Vaginal Microbiome Study as a Scholarly Communications Coordinator/editor.

Purpose of position

This is an excellent opportunity for a highly skilled proactive, and results-driven Project Manager to lead and coordinate a range of strategic, technology, research, and development projects. The ideal candidate will be responsible for overseeing end-to-end project execution, managing cross-functional teams, driving timely delivery, ensuring quality outcomes, and supporting the overall strategic vision of both organizations. This role requires exceptional leadership, strong organizational ability, and a track record of managing complex, multi-stakeholder projects.

Duties and Responsibilities

1. Plan, initiate, and manage multiple projects across innovation, research, training, and community initiatives.
2. Coordinate with internal teams, external partners, donors, and stakeholders to ensure seamless project execution.
3. Develop project timelines, budgets, and progress reports.
4. Monitor risks, identify bottlenecks, and implement solutions for timely delivery.
5. Ensure compliance with donor requirements, institutional policies, and reporting standards.
6. Facilitate team collaboration, communication, and documentation throughout project life cycles.
7. Track KPIs and deliver insights for continuous improvement.

Job Specifications:

1. Bachelor's degree in any of the following areas: project management, medicine, veterinary medicine, Engineering or an equivalent qualification.
2. Master's degree is a relevant field
3. Proven experience managing medium- to large-scale projects.
4. Strong organizational, analytical, and communication skills.
5. Proficiency in project management tools (e.g., Trello, Asana, Jira, MS Project).

Pre-requisite skills:

1. Ability to work independently, multitask, and lead teams in dynamic environments.
2. Experience working with nonprofit, research, or innovation-focused organizations is a strong advantage.

Terms of Appointment:

This is a one-year full time contract.

NOTES:

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, research experience and three (3) referees as well as indicating their telephone and e-mail contacts.
2. Cover Letter describing motivation and research interest.
3. Applications and related documents be addressed to the Director, Human Resource, University of Nairobi.
4. Applicants should state their current designations, salaries and other benefits attached to those designations.
5. The application letter must bear the reference code indicated in the advertisement.
6. Late applications will not be considered.
7. Applications should be emailed to as one file in PDF: gainstudy@uonbi.ac.ke

CLOSING DATE: MONDAY, MAY 11, 2026

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