



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

Applications are invited for the following position:

**ADMINISTRATIVE OFFICER, CENTER FOR EPIDEMIOLOGICAL MODELLING AND ANALYSIS (CEMA-NTD PROJECT), INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID) - AD/11/131/2022, 1 POST**

**The Position Description**

The position of Administrative Officer at the Center for Epidemiological Modelling and Analysis is based at the University of Nairobi Institute of Tropical and Infectious Diseases. The position holder will work within CEMA supporting the “NTD Modelling Consortium: Informing Program Decision-Making” program among other programs at the center.

The Administrative Officer will be responsible for providing administrative support to the Program, working under the Program Administration Manager to ensure that the program achieves its goals and objectives.

**Job Title:** Administrative Officer

**Duty Station:** Center for Epidemiological Modelling and Analysis, University of Nairobi Institute of Tropical and Infectious Diseases, Nairobi, Kenya

**Reporting to:** Program Administrative Manager

**Responsibilities**

- Provide administrative support to program staff
- Providing operational support for implementation of program activities
- Liaising with program staff to ensure timely implementation of project activities
- Providing support with planning, organization and coordination of workshops, meetings, and conferences
- Providing support with documentation for program activities such as workshops, meetings, conferences
- Assisting to processing financial, procurement and human resource requests
- Coordinating official travel requests for program staff
- Assisting to manage program inventory
- Providing logistical and administrative support to the program

**Requirements**

- Bachelor’s degree in Business Administration or Management
- At least two (2) years’ experience as an administrator in a busy environment
- Experience working in health research projects
- Good computer skills with proficiency in Microsoft packages
- Good communication and facilitation skills
- Excellent planning and organizational skills, with a problem-solving attitude
- Must be a self-motivated and reliable person who can work with minimal supervision
- Ability to work in a diverse, multidisciplinary work environment

## **Terms of Appointment**

This is a position whose tenure is a 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 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 as one file in PDF to: [recruit-aou@uonbi.ac.ke](mailto:recruit-aou@uonbi.ac.ke)

**CLOSING DATE: THURSDAY, NOVEMBER 24, 2022**

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