



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

### **ADMINISTRATOR, MAP-AMR PROJECT - AD/2/22/22 - (1 POST)**

#### **The Project**

The University of Nairobi, Department of Clinical Medicine and Therapeutics has been awarded a five (5) year research grant by Centre for Disease Control (CDC) under the title, “*Monitor and Prevent Antimicrobial Resistance in Kenya (MAP-AMR Kenya)*”. The Project will be conducted in three (3) hospitals, namely: Kenyatta National Hospital, The Nairobi Hospital and the Spinal Injury Hospital. The Project seeks to competitively fill the above named position.

#### **The Position**

This is a full time position based at the University of Nairobi, Department of Clinical Medicine and Therapeutics, with the holder of the position reporting to the Principal Investigator.

#### **Job description**

- Provide operational support for implementation of the project
- Be in liaison with site staff to ensure timely development and implementation of work plans and budgets for the grants
- Ensure project implementation is in line with donor guidelines, timelines and targets
- Support in the planning and organization of workshops, meetings, conferences and so on.
- Support in documentation of project activities such as workshops, meetings, conferences and so on
- Provide programmatic, logistical and administrative support to technical and site teams in execution of activities
- Maintain relationships with donors and other project stakeholders
- Contribute to writing of project reports
- Keeping the principal investigators updated on all administrative, research and financial activities.

## **Job specifications**

- The applicant must be a holder of a Bachelor's degree in Business Management and have qualifications in Project Management
- Certificate in grants management
- At least seven (7) years' experience in managing health related donor-funded programs
- Minimum of five (5) years' experience with CDC donor reporting
- Knowledge of University of Nairobi systems will be an added advantage
- Good computer skills with proficiency in Microsoft packages
- Good communication and facilitation skills
- Excellent planning and organizational skills
- Must be a self-motivated and reliable person who can work with minimal supervision

## **Terms of appointment**

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent.

## **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 to [recruit-amap@uonbi.ac.ke](mailto:recruit-amap@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY, FEBRUARY 25, 2022**

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