



UNIVERSITY OF NAIROBI EXTERNAL ADVERTISEMENT (PROJECT POSITION)

Applications are invited for the following position:

PROGRAMME COORDINATOR, AFRICAN RESEARCH UNIVERSITIES ALLIANCE (ARUA) CENTER OF EXCELLENCE FOR NON-COMMUNICABLE DISEASES (ACE-NCD), INSTITUTE FOR DEVELOPMENT STUDIES - AD/1/2/21 (1 POST) (CHSS)

The position

Following the establishment of the African Research Universities Alliance (ARUA) Centre of Excellence for Non-Communicable Diseases (ACE-NCD), the University of Nairobi seeks to recruit a Programme Coordinator (at an equivalent level of Senior Administrative Assistant Grade EF) and whose tenure is one (1) year contract renewable based on performance and by mutual consent. The ACE-NCD is made up of five African universities that include the University of Nairobi - the Hub (host); the University of Ghana, University of Ibadan, Makerere University, and the University of Witwatersrand. The ACE-NCD is funded for three years starting 1st April 2020 through the ARUA UKRI-GCRF Capacity Building Programme. The Programme Coordinator will sit at the Institute for Development Studies (IDS), College of Humanities and Social Sciences (CHSS).

Job description

The Coordinator shall:

- Be responsible for the day-to-day management of the ACE-NCD office
- Ensure regular communication and correspondence with the Center Director, the University of Nairobi research team involved in Center activities; and with partners.
- Provide administrative and logistical support including liaison, coordination and organizing meetings, seminars, webinars, workshops and conferences; and making travel and accommodation arrangements.
- Identify new sources of research funding; write/coordinate and submit collaborative grant proposals.
- Prepare ACE-NCD reports on key milestones as required.
- From time to time, when required, participate in the ARUA Secretariat and UKRI meetings.
- Ensure the Centre website is up to date.

Qualifications and Experience

The applicant should have:

- A Master's degree in Social Science, Business Management, Project Management, or equivalent.
- At least 3 years' experience working in a research, capacity building and/or consultancy environment with responsibilities including:
 - Oversight, project management, monitoring and evaluation of projects
 - Identification of new sources of funding, writing and submitting grant proposals
 - Liaison and logistical support,
 - Organization of meetings, seminars, workshops and conferences.
 - Programme management and reporting.
- An excellent track record in resource mobilization
- Knowledge and experience in public procurement
- Superior oral and written communications and interpersonal skills
- Excellent computer, data collection and analysis skills in support of administration and informed decision-making.

Added advantage

- Academic publications in conferences, journals or books
- Experience in strategic planning
- Experience in working in an academic and research environment

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be addressed to **The Principal, College of Humanities & Social Sciences** and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to **progcoordinator-ARUA@uonbi.ac.ke**

CLOSING DATE: FRIDAY, JANUARY 29, 2021.

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