UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROGRAM MANAGEMENT SPECIALIST (PMS), USAID FAHARI YA JAMII PROJECT - AD/4/45/22 - (1 POST)

The Project

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. For successful implementation, the Project seeks to competitively fill the above position.

The Position

This is a full-time position based in Nairobi.

Job description

The Program Management Specialist will have primary responsibility for program administrative management of the project; supervision and oversight of all administrative support staff; and establishment of the systems, procedures, and training of staff required to ensure compliance with USAID. The PMS will supervise administrative team members and ensure that daily office operations are performed in a seamless and efficient manner. The PMS will develop, review, and improve policies, systems, and procedures; and generally ensure the office operates smoothly and efficiently. The PMS will report to the Finance and Administration Manager.

Job specifications

At a minimum, the PMS will have:

- A Master's or a Bachelor's degree in Commerce, Business Management, Business Administration or a related field.

- Bachelor's Degree and seven (7) years of experience; Master's Degree and five (5) years of experience.

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.

<u>NOTES</u>

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-pmsufjp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: TUESDAY, MAY 3, 2022

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