



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

### **RE- ADVERTISEMENT**

Applications are invited for the following position:

**OFFICE ASSISTANT, ENGAGE PROJECT, UNIVERSITY OF NAIROBI  
INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID)  
REF: (AD/4/214/26) – 1 POST**

#### **The Project:**

The University of Nairobi (UoN) received a grant awarded by TAKEDA and is implementing a project titled, "Enabling Girls in AI and Growing Expertise (ENGAGE) that has established a public health-focused machine learning training program for girls and young women to reduce the gender-based gaps and biases in data science and help strengthen the leadership pipeline and impact of women to improve health in their communities.

#### **The position:**

This is a full time position based in Nairobi.

#### **Job Description:**

The Office Assistant will provide general administrative, clerical support services and maintaining cleanliness of the office. He or she will work closely with the Project Administrator to provide logistical support for meetings, workshops, training, procurement and supplies required for daily project operations.

#### **Duties and Responsibilities:**

1. Provide administrative and clerical support
2. Manage incoming calls and emails.
3. Handle office supplies and inventory.
4. Ensure office cleanliness
5. Ensure warm reception of visitors
6. Maintain confidentiality of sensitive information.

## **Job Specifications:**

1. Diploma in in any of the following fields: Business Administration, Office Management, Secretarial Studies or an equivalent qualification from a recognized institution.
2. A minimum of two (2) years of relevant work experience in a donor funded research project.
3. The candidate must demonstrate proficiency in Microsoft Office applications specifically word, excel and power point.
4. Demonstrate strong organizational and communication skills
5. Must possess a high level of integrity and professionalism.

## **Terms of Employment:**

This is 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.

## **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 indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded 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: [recruit-oaunitidep@uonbi.ac.ke](mailto:recruit-oaunitidep@uonbi.ac.ke)

**CLOSING DATE: MONDAY, MAY 11, 2026**

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