



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT DIRECTOR (PROGRAMS), GRADE 13 – AD/12/175/22 (1 POST)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Directorate of University Advancement and Institutional Development. The University reserves the right to deploy anywhere within its establishment.

Job specifications (Applicants must have)

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Assistant Registrar Grade 12
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

- Management of projects to ensure compliance with the internal and external requirements of the University and funding partner. Further ensuring that relevant standards, process and regulations are upheld.
- Development of project proposals
- Producing accurate and timely reporting of projects status throughout their life cycles, developing work plans and standard operating procedures.
- Meet and constantly communicate with stakeholders of different projects and ensure transparency.
- Gathering feedback and presenting insights on different programs as well as communicating expectations to all the team members.
- Implementing and managing changes and interventions to ensure projects goals are achieved.
- Serves as a liaison between Central Administration, Faculties, Institutes and other stakeholders in different programs as well as coordinate collaborative events.
- Collecting and analyzing monitoring and evaluation data and preparing reports for the same.
- Contribute to the Directorates' communication, e.g. the websites and newsletters.
- Draft partnerships agreements in liaison with the Directorate of Legal and Corporate Board Services.

- Maintain administration, databases and proper documentation of all activities of the different programmes.
 - Contribute to the department's strategic and annual planning process.
- Other duties that may be allocated from time to time

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 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-sadg13progr@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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