

UNIVERSITY OF NAIROBI

Applications are invited for the following positions:

DEPARTMENT OF LAND RESOURCE MANAGEMENT AND AGRICULTURAL TECHNOLOGY (LARMAT)

THE CENTRE FOR SUSTAINABLE DRYLANDS

(Collaboration between the University of Nairobi and Colorado State University on Higher Education for sustainable development in the Drylands of Kenya)

PROJECT MANAGER- 1 POST- FULL TIME- AC/1/55/12-(CAVS)

Reporting to the Center Director, the person will be in-charge of the following:

- Handle all administration, travel, event planning, purchasing and other administration of the Center
- Maintain close contact with project partners, and other collaborators
- Collection and summarizing of information, proposals, incoming and outgoing documents
- Supervision and co-ordination of project staff
- Participate in activity planning, budgeting and implementation
- Keeping track of deliverables in the workplan in collaboration with local and international partners and collaborators
- Take minutes at Advisory Board, and Project implementation committee meetings
- Lead the preparation of policy briefs together with Research Fellows and other project staff
- Organizing workshops and conferences

Requirements/skills

- Advanced degree in Natural Resource Management, Social Science, Community or General Development preferably with a bias to higher education and Dryland communities
- Project management skills: Good grasp of the project cycle management and the Logical Framework Analysis (logframe) as a planning tool.
- A good understanding of Dryland issues especially on higher education and sustainable development
- At least 3 years experience in monitoring and evaluation of projects dealing with project management and livelihoods issues in the Drylands.
- Good report writing and communication skills
- Good experience in handling consultancies and write ups
- Familiarity with field data collection, analysis and presentation
- Ability to work within deadlines

- Computer literate (word processing, spreadsheet, Power point presentation, internet, databases)
- A commitment to the ideals of development of the dryland ecosystems and peoples in Kenya
- Previous work in a USAID-funded project will be a clear added advantage
- The successful candidate should be able to report immediately.

Terms of Engagement

The project manager will be contracted to work for a period of 18 months. An attractive remuneration package will be offered to the successful candidate.

NB: The Center is an equal opportunity employer and female as well as persons from pastoral communities are encouraged to apply.

CENTER COMMUNICATIONS OFFICER- PART-TIME -AC/1/56/12-(CAVS)-

The Center for Sustainable Drylands is seeking to recruit a Communications officer, to be based at the Center's office in Nairobi (Kabete Campus). The person will be responsible for managing all types of communication (print, audio and visual) for the Center.

Responsibilities:-

- Ensure that the Center Website is updated regularly by building a learning platform, developing and maintaining a database of partnerships and organizations
- Finding and posting information and news on Drylands on the Center's website
- Facilitate the co-development of an online course with CSU
- Report on all Advisory Board and Management committee meetings
- Lead the finalization of various reports such as donor reports, needs assessments, baselines, and other related work
- Produce multiple outreach materials for the Center for a wide range of clients
- Support research fellows in developing their policy briefs and also in hosting the students-led conference in the second year
- Develop posters and brochures as needed
- To assist the Center faculty and Director to develop assessment report on the need for a pre-course for pastoral secondary school students
- Design and oversee all center publications, including print, CD and web materials in the form of articles, reports, policy briefs, multimedia products, posters, and other information packets.
- Oversee the design, management and content of the Center website and provide web-friendly content to keep the site interesting and up to date.
- Edit, proof read and summarize Center documents, and write articles about the Center as requested.

Requirements:

- A Bachelor's degree in Journalism, Advertising, Communications or related subject area.
- 3 years work experience in a similar position in a busy organization.
- Demonstrated work producing similar materials especially related to education and the Drylands.
- Ability to read, understand and assimilate complex technical information to produce clear, well-written summaries.
- Excellent communication (written and spoken) skills.
- Able to work with minimum supervision
- Ability to report immediately to fill the position
- This is a flexible and part-time position (negotiable).
- The Center is an equal opportunity employer and female as well as candidates from pastoral communities are encouraged to apply
- **Location:** This position will be based in Nairobi (Kabete Campus). Terms of remuneration are negotiable

PROJECT ADMINISTRATIVE ASSISTANT- FULL TIME- AD/1/57/12- (CAVS)

Reporting to the Project Manager, the Project Administrative Assistant will be required to, among other tasks:

- Liaise with the University Finance Department (Grants Office) on financial reports, project accounting and related records
- Track all Project expenditures and ensure timely submission of quarterly reports to the Colorado State University through the University of Nairobi Grants office
- Assist in day-to-day project correspondence, information sharing and filing, updating and preparing minutes during project meetings.
- Assist in maintaining close contacts with project partners, and other collaborators through regular contacts, collection and collation of information
- Tracking and working on incoming and outgoing documents, drafting letters, organizing meetings, and fieldwork.
- Supporting all the travel activities including travel booking requests and expense claims for project staff, and other related visitors
- Assisting with the organization and administration of all project-related training courses, workshops, meetings, and conference calls.

Required Skills and Qualifications

- Diploma in Business Administration or related discipline.
- Kenya Accountants technician Certificate I & II or equivalent qualifications
- Experience working as a General office assistant including co-ordination of field study logistics
- Minimum of 3 years administrative support and office management experience in a busy private sector and multi-cultural environment

- Demonstrable experience in organizing meetings, conferences and workshops
- Good teamwork, interpersonal, communication and multi-cultural skills
- Well-developed computer skills in Word, PowerPoint and Excel
- Multi-tasking skills, with ability to co-ordinate, prioritize, organize workload, meet deadlines and work under pressure
- Capacity to take initiative, demonstrate good judgment, and work under minimal supervision

Terms of engagement: This will be an 18 months contract. The successful candidate will be based at the Center's office at the Kabete Campus, and should be able to fill this position immediately.

NB: The Center is an equal opportunity employer and female as well as persons from pastoralist communities are encouraged to apply.

CENTER ICT HELPDESK ADMINISTRATOR-FULL TIME-AD/1/58/12-(CAVS)

The Center for Sustainable Drylands, is seeking to recruit an ICT Helpdesk Administrator, to be based at the Center's office in Nairobi (Kabete Campus). The person will be responsible for managing the ICT Helpdesk as well as providing administrative support to the college ICT unit.

Key Responsibilities:

- Managing the Center ICT Helpdesk functions i.e., logging user requests; providing first level support, assigning requests to appropriate Center staff, monitoring and reporting of incidents; generating and sharing of monthly helpdesk reports
- Carrying out hardware and software maintenance on the Center's, faculty and students' computers in close collaboration with the College ICT Department
- Provide Administrative support to the Center and serve as first point of contact for service providers, suppliers, partners and visitors.
- Work in harmony with College ICT department in providing timely service to the Center and Center clients.
- Maintain and update center records and databases
- Work closely with the Center Communications Officer in uploading materials to the Center's Website and assist in maintaining a database of partnerships and organizations
- Assist in posting relevant information, news and updates on relevant Drylands on the Center website
- Process arrival and clearance of materials as per set procedures and update the Center portal/website with relevant information and participate in Center Projects as required.
- Maintain the center publications inventory and keep the publications archives and website pages up to date.
- Support other center communication activities as requested.

Skills and Qualifications:-

- Bachelor's Degree in Information Technology/Computer Science from a recognized University

- Experience in hardware and software maintenance in a busy organization
- At least one year of relevant experience in a position with similar responsibilities.
- Basic ICT diagnosis and support as well as good communication and interpersonal skills
- Good team work and highly effective multitasking skills
- Good written and spoken communication skills.
- Able to work under minimal supervision

Other terms:

This will be an 18 month contract and the successful candidate will be expected to take up the position immediately. The Center is an equal opportunity employer and female as well as persons from pastoral communities are encouraged to apply.

NOTE:

1. Applicants for academic posts (AC) should forward ten (10) should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in. Applicants for non-academic posts (AD) should submit seven (7) of the above supporting documents and applications letter.
2. In both cases, applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
3. Applications should be addressed as per the codes below:-

CAVS The Principal, College of Agriculture& Veterinary Sciences, P.O Box 30197-00100, Nairobi.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

CLOSING DATE: Friday, 10th February 2012.

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