



UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION



VACANCIES

The University Of Nairobi Alumni Association (UONAA) was founded by the UON Alumni in 2005 with a vision of becoming a leader in promoting active, visible leadership in the community and to foster interaction between alumni and the students of the University of Nairobi and the Industry. To achieve this vision, the Association is looking for skilled, dynamic and talented persons to assist in the growth and development of the Association as well as establishment of World Class Alumni Centre.

1. Project Manager (Assistant Registrar Level) (Membership & Alumni Relations), (1 Post)– ONAA/001/12

The Project Manager will be in charge of projects management, membership recruitment and management of alumni records, chapters' coordination, fund-raising and stakeholders' management. The person must have a Masters Degree in Business Administration, Marketing, Public Relations, Management or equivalent qualifications plus five years experience in similar or related assignment and will be reporting to the Executive Director.

Reporting

The person will be reporting directly to the Executive Director of the Alumni Association. The person will also work closely with the Chapter Chairpersons and Administrative Assistants of the Alumni Association.

Job Description

The Project Manager will be in charge of project management, membership recruitment, management of alumni records, chapters' coordination, fund-raising and friend-raising. The specific duties and responsibilities include:

- Overseeing the membership recruitment, alumni relations and chapters coordination
- Project management and overseeing the tenders, procurement and construction of the Alumni Centre
- Fundraising and proposal development to corporates, donors and other stakeholders
- Marketing and events management and liaising with media houses for publicity
- Producing reports, newsletters, chapter manuals and other marketing materials
- Developing trainings for alumni champions and supporting chapters activities
- Any other duties that may be allocated by the Executive Director and Executive Sub-Committees

Minimum Qualifications

Education:

Masters Degree in Business Administration, Marketing, Public Relations, Management or equivalent qualifications.

Experience:

- Five (5) years experience in membership development, events and project management.
- Demonstrates hands-on skills in marketing and media relations
- Excellent interpersonal communication skills

- Good proposal and fundraising skills
- Member of recognized professional body

Personal Profile

- Drive – passionate, enthusiastic and have the desire to get things done rather than task-oriented
- Motivation – looks for new challenges and can motivate others through their passion and interest in the job.
- Communication – can write and talk to people at all levels
- Confidence – has confidence without self-importance and is cooperative with others
- Leadership - demonstrates leadership by an ability to draw a team together
- Energy – demonstrates energy to go an extra mile even where there is no extra payment
- commitment – 100 per cent committed to the assignment and is keen to detail
- Honesty and integrity – high moral standards, trustworthy, honest and of high level integrity and cannot be compromised
- Persuasive – good negotiation skills will ability to persuade for contracts and proposal
- Personal development – committed to personal development through continuous and lifelong learning.

Professional Profile

- Reliability – follows up on self, requires no supervision, self-driven and keeps management informed all the time
- Talented – perfection and quality in execution of the assignments and does it with excitement
- Pride – is proud to be an alumnus of the University of Nairobi and is a registered member of the Association
- Analytical Skills – weighs various options and does not jump into conclusions without analyzing short-term and long term benefits of the solutions against possible negatives.
- Listening skills – listens and has attentiveness that complements analytical skills

Business Profile

- Efficiency – always careful on wastages of time, effort, resources and money
- Economy – knows the difference between expensive and cheap solutions to problems and spends money as if they were his or her own
- Procedures – understands that procedures exist for a reason and won't by-step; follows the chain of command and does not undermine the authority.
- Profit – must understand that it's the reason we are all working and therefore must be committed to the bottom line.

Please note that the appointment is on a one year contract term renewable on mutual agreement.

2. Senior Accountant (Assistant Registrar Level), (1 Post) – UONAA/002/12

The Senior Accountant should be an experienced accountant who will perform a variety of accounting operations whose duties will include the preparation and analysis of financial statements and reports, monitoring of accounts and budgets preparations. The person must be a professional with at least Bachelors degree in Accounting/Finance, CPA (K) plus at least five years experience in a similar or related position and will be reporting to the Executive Director. Check full details in our website.

Reporting

The person will be reporting directly to the Executive Director of the Alumni Association.

Job Description

The accountant will perform a variety of accounting operations whose duties will include the preparation and analysis of financial statements and reports, monitoring of accounts and budget preparations. The specific duties and responsibilities include:

- Analysing, preparing and maintaining financial statements, records, reports and budgets for Alumni Association to include alumni chapters in the University, counties and diasporas
- Maintaining and reconciling various types of accounts
- Handling Alumni Association membership dues, fees, private gifts/donations, account payables/receivables and sale of memorabilia from Alumni Gift Shop
- Assisting in preparation of the income tax returns and prepares annual returns for the Alumni Association
- Preparing invoices and processing bill/suppliers' payments
- Reconciling cash advances, purchase requisitions and reimbursements
- Investigating and resolving accounting discrepancies and billing issues
- Processing travel reimbursements and account transfers
- Dealing with electronic money transfers - MPESA, VISA, Pay Pals, NationHela and credit cards
- Reviewing and approving funding for personnel forms
- Ensuring compliance with institutional, government policies, procedures and regulations
- Preparing and maintaining fiscal documents for the Alumni Association
- Performing various accounting functions for the Association and Chapters
- Communicating with other University departments/schools and various public businesses regarding accounting issues
- Any other duties allocated to the person.

Minimum Qualifications

Education:

Bachelor's degree in Accounting or related field from a recognized University
CPA (K) qualifications

Experience:

Five (5) years experience related to the above described duties

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3. ICT/Webmaster Grade ABC (1 Post) – UONAA/003/12

The person will ensure continuous improvement of the <http://alumni.uonbi.ac.ke> web site and will direct integration and convergence of web-based applications, online fundraising and integrating online application with payment. The person will collaborate with the University ICT Centre in content development and revision, search engine optimization, and email and web site marketing. The person must demonstrate solid skills and expertise in IT integration, networking and ICT solutions plus a minimum academic qualifications of BSc/Diploma in IT. Check full details in our website.

Reporting

The person will be reporting directly to the Executive Director of the Alumni Association. The person will also work closely with the University ICT Centre and Public Relations team of the University of Nairobi.

Job Description

The person will direct and oversee the Alumni Association's web development including design, development, implementation, continuous improvement of the <http://alumni.uonbi.ac.ke> web site, design of marketing materials and providing ICT solutions to the Alumni Association.

The specific duties and responsibilities include:

a) Website solutions

- Direct integration and convergence of web-based applications (online communities, event management) as well as current and emerging virtual communities into the overall alumni web presence.
- Collaborate with the University ICT Centre in direct content development and revision, search engine optimization, email and web site marketing.
- Oversee development and maintenance of ancillary web pages for alumni clubs and chapters
- Online fundraising strategies such as M-PESA, Pay Pals, NationHela, VISA and credit cards
- Integrating electronic payments with Alumni Association database (similar to JAB)
- Working with the University Webmaster and Public Relations team on the design and organization of the Web sites.

b) ICT Support services

- Configure and monitor the performance of specific applications to ensure they operate to agreed performance levels.
- Maintain and update the Alumni Information Management System (AIMS) for the collection, analysis and dissemination of data
- Ensure secure, continuous uninterrupted availability and functionality of Association's computer systems.
- Review systems infrastructure, implementation and integration.
- Provide continuous training to staff on ICT system equipment use and user of applications on need basis.

c) Graphic design

- Responsible for creating design solutions which have a high visual impact.
- Creating designs required for alumni products and activities, such as websites, advertising, books, magazines, posters, exhibitions and displays, corporate communications and corporate identity.
- Developing creative ideas and concepts and choosing the appropriate media and style to meet the user's objectives.

Minimum Qualifications

Education:

A holder of at a Diploma in Computer Science/Information Technology from a recognized University Certification in MCSE, Cisco Networking (CCNA)

Experience/Skills:

- Proficient in social media and online marketing
- In depth knowledge of Windows 2000/2003 Server, Active Directory
- Good understanding of SQL 2000/2005
- Understanding of LAN/WAN, TCP/IP, VPN, Firewalls and Routers
- Good network troubleshooting skills and experience working with network management tools
- Support integration of mobile, email, web and other electronic resources
- Experience with backup and recovery of Data / System Files

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4. Administrative Assistants Grade AB (2 Posts) – UONAA/004/12

The person's main duties will be to provide comprehensive administrative support to the Executive Director and other staff in projects management, membership recruitment, management of alumni records, chapters' coordination, fund-raising and communication to stakeholders. The person must have a Bachelors Degree in Business Administration, Marketing, Public Relations or equivalent qualifications. In addition, they should have a track record in corporate affairs and executive assistance plus excellent interpersonal communication skills.

Reporting

The Administrative Assistants will be reporting to the Executive Director and Project Manager.

Job Description

The Administrative Assistant will be an Executive Assistant to Executive Director and Projects Assistant to the Project Manager in matters of membership, events, chapters' coordination, marketing, alumni relations

and stakeholders' management. The overall responsibility is to provide logistical and administrative support to programmes and operations of the Association. The specific duties and responsibilities include:

- Attending to all clients enquiries i.e. personal, through telephone and emails
- Receipt and dispatch of incoming mails and files
- Maintaining folio and file indexing
- Maintaining records of all documents
- Assist in all Alumni Activities including recruitment of members
- Data entry/update for all the new members
- General secretarial duties
- Preparing and servicing of Executive Committees/Sub-Committees meetings
- Keeping and maintaining the Executive Director's diary
- Undertakes daily updates to the Executive Director on the Association's activities
- Takes notes for the Executive Director in all meetings
- Prepares briefs for the Executive Director for whichever meetings the Director attends, where action plan is marked for the latter's attention
- Provide receptionist services
- Any other duties as may be assigned by the supervisor

Minimum Qualifications

Education:

Bachelor's Degree in Business Administration, Marketing, Public Relations, Management or equivalent qualifications. Secretarial / Executive training

Experience:

- Three (3) years experience in executive and projects assistance
- Demonstrates hands-on skills in secretarial and administrative work
- Excellent interpersonal communication skills

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5. Office Assistant Grade II, (1 Post) – UONAA/005/12

The person will provide office support, messengerial, cleaning and photocopying services to the Alumni Association. The person must hold a KCSE certificate, motorcycle license, certificate of good conduct and letter of service. The person must have a high level integrity and must be very honest. Check full details in our website.

Reporting

The person will be reporting directly to the Administrative Assistant of the Alumni Association.

Job Description

The Office Assistant will provide office support, messengerial, cleaning and photocopying services to the Alumni Association. The specific duties and responsibilities include:

- Undertake all messengerial and filing duties
- Delivery and collection of in and out-going mails
- Ensure that office cleanliness is maintained to the highest standards
- Stand in for the Admin Assistant for reception services
- Provide photocopying services
- Any other duties as may be assigned by the supervisor

Minimum Qualifications

- Holders of at least KCSE/KCE certificate
- Must have a good school leaving certificate and reference letter from current supervisor
- Must have served as Messenger Grade II or equivalent position for at least three (3) years
- They must have good public relations and motorcycle driving license
- They must have knowledge of the use of office equipments like photocopier, printer etc
- They must be of high integrity, reliable, disciplined and committed to work
- Be able to work outside normal working hours

NOTE:

Applicants should forward seven (7) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications and experience. Quote the position applying on the envelope. The successful candidates will be offered a competitive package on a one

(1) year contract terms, renewable on mutual agreement. Candidates who are members of the Association will have an added advantage.

Applications should be addressed to:

The Executive Director, UON Alumni Association,
University of Nairobi
P.O Box 30197- 00100, Nairobi
OR Drop at University Main Campus,
Administration Wing, Room 107 (Alumni Office)
Email: alumni@uonbi.ac.ke

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

CLOSING DATE: FRIDAY, 14th SEPTEMBER 2012

The Fountain of Knowledge

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