



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

HUMAN RESOURCE AND ADMINISTRATION SPECIALIST (HRAS) USAID FAHARI YA JAMII PROJECT – AD/12/232/21 - (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. To successfully implement the Project seeks to competitively fill the above position:

The Position

This is a full-time position based in Nairobi.

Job description

The Human Resource and Administration Specialist (HRAS) is responsible for the management of human resource function for Fahari Ya Jamii Project. The HRAS is a key partner providing advice primarily in the areas of employee relations and programs and interpretation of policies and procedures. He or she is the primary subject matter specialist on all phases of staff onboarding, contracting management and performance management. Duties include but are not limited to recruitment and contracting of project staff, salary negotiation, preparation of all types of contracts, contract modifications, contract close outs and other general personnel actions. He or she is responsible for ensuring compliance to USAID and University of Nairobi human resource policies, rules, regulations and systems in a timely, responsible, documented, accurate and confidential manner. The HRAS will report to the Finance and Administration Manager.

Job specifications

At a minimum, the HRAS will have:

- A Master's or a Bachelor's degree in Human Resource Management, Business Administration, Organizational Development, Social Science or a related field.
- Bachelor's Degree and seven (7) years of experience; Master's Degree and five (5) years of experience.
- Relevant experience supporting or leading Human Resource for international donors, preferably USG or relevant experience in Public Institutions supporting international donor projects.
- Be a registered member of IHRM or other relevant professional body.

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.

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

CLOSING DATE: FRIDAY DECEMBER 17, 2021

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