



**UNIVERSITY OF NAIROBI
EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

PROJECT ASSISTANT (GREEN-STEM) PROJECT, ADVERT REF: AD/1/3/26, 2 POSTS

The Project:

The GREEN-STEM Project is part of the Intra-Africa Academic Mobility Scheme and involves collaboration among five universities from Kenya, Nigeria, Rwanda, South Africa, and France. It aims to strengthen higher education and research capacities across Africa through academic mobility and cooperation. The project responds to major continental challenges such as low development, under-resourced education systems, youth unemployment, and carbon-dependent economies. Its mission is to position African universities as leaders in sustainable and green development by leveraging science, technology, engineering, and mathematics (STEM). GREEN-STEM promotes innovation, knowledge sharing, and climate change resilience through academic partnerships. Ultimately, it seeks to cultivate a generation of multicultural, skilled, and entrepreneurial young professionals dedicated to addressing Africa's societal and environmental needs.

Job Purpose:

Manage mobilities (vertical and horizontal) and other project related activities

Duties and Responsibilities:

- a) Organize and facilitate capacity-building sessions, workshops, and orientation programs for students, faculty, and staff involved in mobility initiatives.
- b) Support the development of knowledge products (briefs, toolkits, newsletters, digital content) on Green STEM mobility pathways.
- c) Contribute to quarterly and annual progress reports.
- d) Document success stories, lessons learned, and best practices.
- e) Promote the visibility of the Green STEM project through effective communication and dissemination strategies.
- f) Represent the Green STEM project in meetings, workshops, and events related to STEM education and sustainable development.
- g) Design and coordinate mobility frameworks within UoN
- h) Ensure that all mobility initiatives align with the overall objectives and timelines of the Green STEM Project.
- i) Any other duties that may be allocated.

Job Specification:

- a) Bachelor's degree in any of the following areas; Business, Project Management, Administration, Education, or related fields.
- b) Minimum of two (2) years' experience in project management, higher education coordination, or administration.
- c) Demonstrable experience in administration or project management.
- d) Good understanding of the academia environment.

Terms of Employment:

The GREEN-STEM Project wishes to recruit two (2) project assistants, on a full-time basis for a period of one year.

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 to: recruit-pagspua@uonbi.ac.ke

CLOSING DATE: JANUARY 29, 2026

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