



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

RESEARCH COORDINATOR/ADMINISTRATOR, GASTROINTESTINAL STUDY PROJECT - AD/1/18/22 - (1 POST)

The Project

Gastrointestinal Project is a collaborative study between Dr. Charles Darkoh (University of Texas) and Dr. Micah Oyaro (University of Nairobi) on gastrointestinal/diarrheal infections to be done at the University of Nairobi's Department of Human Pathology. The location of the study is Nairobi.

The Position

The position is based in Nairobi County.

Job Description

Reporting to the principal investigator, the Research Coordinator/Administrator will coordinate and provide administrative support to the project team. He or she will also coordinate logistics, procurement, travel, and other research activities.

Responsibilities

- Provide project administrative support, including all donor requirements, reporting dates, and UoN internal reporting requirements.
- Coordinate patient/participant recruitment and follow-up.
- Ensure accurate and timely project reports to Principal investigator.
- Organize, document and archive relevant documentation, keep files complete and up to date and ensure accessibility of archived files.

Job Specifications

- Higher National Diploma (HND) in Secretarial Management, Finance, Business Management or related field.
- At least three (3) years relevant working experience preferably with a local and/or an international organization.

- Demonstrated knowledge and understanding of donor regulations and compliance issues related to management of donor funds.
- Excellent communication and organization skills.
- Ability to work in multi-disciplinary and multi-cultural contexts.
- Ability to work under pressure/cope with tight deadlines.
- Experience working in a donor-funded project will be an advantage.
- The following qualifications from the Kenya National Examinations Council:
 - i. Shorthand III (100 w.p.m.).
 - ii. Typewriting III (50 w.p.m.)/Computerized Document Processing III
 - iii. Office Management III/Office Administration & Management III
 - iv. Business English III/Communications II
 - v. Secretarial Duties II
 - vi. Office Practice II
 - vii. Commerce II

Terms of appointment

This a position whose tenure is a six (6) month contract renewable based on performance and by mutual consent, and depending on availability of funds. 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, as well as indicating their telephone 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-rcagsp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, FEBRUARY 4, 2022

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