

Program Administrative Assistant Fahari ya Jamii at University of Nairobi

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Job Description

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The University of Nairobi, a body corporate established under the Universities Act of the laws of Kenya and the University of Nairobi Charter, is the pioneer institution of University education in Kenya and the region. The only institution of higher learning in Kenya for a long time, the University of Nairobi responded to the national, regional and Africa's high level manpower training needs by developing and evolving strong, diversified academic programmes and specializations in basic sciences, applied sciences, technology, humanities, social sciences and the arts. Through module II (continuing education) programmes, invaluable opportunity has been opened to hundreds of Kenyans and non-Kenyans, on a paying basis, who meet university admission requirements, but who have not been able to access university education due to restricted intake into the regular programmes that is determined by limited resource allocation by Government.

Job description

The Program Administrative Assistant will be responsible for supporting the four Sub-county technical teams in running of program activities. He or she will work with the teams in planning for meetings including training, mentorships, county and sub-county level logistics, report writing and reconciliation of technical and program activities with the finance and procurement team. He or she will also offer support to the program advisors in similar activities. In collaboration with the project team, support scheduling and running of planned meetings, contribute to weekly planning schedules for the technical team and oversee the

logistics, working closely with the procurement team, support follow up of technical team procurement requests, and support the technical team in reconciliation of activities including final reports.

Job specifications

At a minimum, the PAS will have:

Bachelor's degree in Social Sciences/Humanities, Management, Finance and Accounting, Project Management, Office Management, or a related field.

At least three years' experience providing program implementation administrative support.

Those with a Diploma in Management, Accounting, Project Management, Office Management or a related field and ten years' progressive experience in a large program implementation environment will be considered.

Proficiency in word-processing, spreadsheets

Terms of appointment

This a position whose tenure is one year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience

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