

## Program Assistant- USAID Fahari Ya Jamii at University of Nairobi

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### Job Description

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.

**AD/5/22/23**

### About Job

The Program Assistant will provide the WASH program area with day-to-day support related to programmatic, administrative and coordination duties. S/he will support community mobilization and engagement as well as logistical planning and documentation of the project including through photos, short film diaries, blogs and written input for the report for the project. 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 teams. In collaboration with the project

team, support scheduling and running of planned meetings, contribute to weekly planning schedules for the technical team and coordinate the logistics and procurement requests. S/he will support the M& E assistants to ensure smooth data collection and reporting process. Additionally, they will ensure compliance with program SOPs including timely payment of suppliers and participants and tracking of activities.

### **Job specifications**

**At a minimum, the Program Assistant will have:**

A Diploma in Community Health/Public Health.

Five years' experience in relevant field.

Experience in providing administrative support to HIV programs.

### **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

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