



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**SENIOR PROGRAM OFFICER (GENERAL OPERATIONS AND HUMAN RESOURCE MANAGEMENT), USAID FAHARI YA JAMII PROGRAM, ADMINISTRATION DEPARTMENT - AD/7/175/21 - (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 SPO (GOHRM) will be responsible for the coordination of program resources (people, logistics, operations, and supplies) to ensure delivery of smooth running of project activities.

### **Job specifications**

At a minimum, the SPO (GOHRM) will have:

- A Master's degree in Project, Business, Human Resources, Procurement, Strategic, or Health Services Management or a related field
- Five (5) years' experience in a senior level position managing donor (preferably USG) resources
- Knowledge of public procurement, personnel and general management policies and regulations
- Professional qualifications in human resource management or procurement and supplies management will be an added advantage.

## **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-spogohrm@uonbi.ac.ke](mailto:recruit-spogohrm@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY, AUGUST 13, 2021**

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