



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

STUDY ADMINISTRATOR & ACCOUNTANT, ANAEMIA STUDY, UNITID - AD/11/212/21 - 1 POST

The Position

Reporting to the Principal Investigator and Project Coordinator, the Study Administrator and Accountant will be responsible for day-to-day personnel and operations administration. He/ she will handle all official correspondence, procurement, maintenance of equipment, control of issue and usage of office supplies, record keeping, vehicle maintenance, communication and general running of the project activities.

Responsibilities

- Maintain personnel, facilities, supplies and equipment records
- Ordering of supplies and liaising with suppliers.
- Keep inventories of facilities, supplies and equipment.
- Review of office running expense records (from the receptionist)
- Processing of all financial requests
- Ensuring financial reports are prepared in a timely manner
- Ensuring project budgets are adhered
- Ensuring compliance to funding agency requirements
- Administration of transport, meetings and training sessions
- Liaise with relevant offices to facilitate contracts and grant management
- Ensure employee welfare and safety
- Keep the Program Coordinator informed of all decisions regarding personnel, supplies, facilities and equipment
- Secretary to the Management and Administrative Committee
- Any other duties as may be assigned from time to time to support the program by the Principal Investigator.

Required Academic Qualifications

1. Bachelor's degree from a recognized university preferably in Business Administration, Accounting or a management related field.
2. High level computer and internet skills with specific skills in accounting software

Experience

1. At least three (3) years relevant experience
2. Experience and proficiency in Advanced Excel and MS Word
3. Adept at financial report writing

Required Skills, Knowledge and Abilities

1. Excellent in English Language
2. High level interpersonal skills and high emotional intelligence with strong empathy.
3. Skilled group leader, top notch organizational skills, ability to multi-task and ability to proactively identify and solve problems
4. Networking and collaboration skills
5. Team player
6. Ability to work under minimum supervision
7. Attentive to details

Terms of appointment

This is 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 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-saaasu@uonbi.ac.ke as one file in PDF.

CLOSING DATE: WEDNESDAY, NOVEMBER 17, 2021

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

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