



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROJECT ADMINISTRATIVE ASSISTANT (PAS), MEI PROJECT, DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH, UNIVERSITY OF NAIROBI, ADVERT REF: AD/6/286 /26, 1 POST

The Project:

The University of Nairobi – MEI Project is undertaking collaborative research evaluating a multicountry implementation of a health system strengthening package for maternal and newborn care in hospitals. To successfully implement, the project seeks to competitively fill the above position.

The Position:

This is a full-time position based in the Department of Paediatrics and Child Health.

Duties and Responsibilities:

1. Support project grant management
2. Coordinate project operations at the University of Nairobi
3. Assist in maintaining accurate and up-to-date employee records, both physical and electronic while ensuring confidentiality and compliance with data protection regulations
4. Manage and monitor an electronic register of postgraduate research projects, schedules and training
5. Performing any other related duty as assigned.

Job Specifications:

At a minimum, the Project Administrative Assistant will have:

1. Bachelor's degree in any of the following fields: Social Sciences/Humanities, Business Management, Project management, Office Management, or any other related field plus at least two (2) years' experience providing program implementation in Human Resource OR a Diploma in Management, Accounting, Project Management, Office Management or any other related field plus 5 years' experience in a large program implementation environment will be considered.
2. Proficiency in word processing, spreadsheets, Excel.

Terms of appointment:

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent.

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 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 as one file in PDF: recruit-paasmeip@uonbi.ac.ke

CLOSING DATE: MONDAY, JULY 13, 2026

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