



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

OFFICE ASSISTANT, USAID FAHARI YA JAMII PROGRAM – AD/11/269/23, 1 POST

The Project

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari ya Jamii) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties. To successfully implement, the project seeks to competitively fill the above position:

The Position

This is a fulltime position based in Nairobi.

Job Summary

The Office Assistant will provide general administrative duties in finance and administration units for the project and work closely with the accountants to provide logistical support for documentation flow, filing, archiving and retrieval for daily operations of the finance department. In addition, the Office Assistant will support other administrative duties within the administration departments.

Duties and Responsibilities

Specifically, the Office Assistant will perform the following job duties:

- Help organize and maintain finance common desks for documents on the approval transit process to promote orderliness, optimize space and keep track of all documents.
- Manage the flow of documents (invoices, advance requests, activity payment documents etc) between the originating department, the accountants and the signatories.
- Scan all finance documents once payments are done ensuring an organized electronic filing system of the scanned document.
- Maintain an organized physical filing system of all finance documents per financial year, ensuring ease of archiving and retrieval. This will entail being custodian of the filing room where any document required from the filing room will be retrieved by the Office Assistance as well as the re-filing.
- Maintaining the asset register for non-computing equipment for the Fahari Ya Jamii project. This will include such equipment at the FYJ office premises and those at the various health facilities supported by FYJ.

- On a rota basis with the general Office Assistant, maintain custody of duplicate office key and ensure general safety of office by locking doors & windows.
- Hold forte on behalf of the general Office Assistant when they go on leave.
- Performing general office clerk duties and errands with guidance from the supervisor

Job specifications

- A minimum of a Diploma in Business Administration or its equivalent
- A least two years progressive hands-on experience in a similar role, preferably in a busy NGO set up.
- Excellent written and verbal communication skills.
- Proficiency with office applications, and aptitude for learning new software and systems

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, as well as indicating their telephone 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 to: recruit-oa@fyj.uonbi.ac.ke

CLOSING DATE: FRIDAY, DECEMBER 8, 2023

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