



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROJECT MANAGER, ENGAGE PROJECT, UNIVERSITY OF NAIROBI INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID), ADVERT REF, AD/1/6/25 – ONE (1) POST

BACKGROUND

The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) received an Award of project funding following a successful application for funding to the TAKEDA Pharmaceuticals Global Cooperate Social Responsibility (CSR). The project under the title ENabling Girls in Artificial Intelligence (AI) and Growing Expertise (ENGAGE) in Data Science will create a health-focused machine learning training programme for young women in Kenya. This foundational work will allow female data scientists to improve health in their communities. In this ENGAGE project, the University of Nairobi is collaborating with the University of California San Francisco (UCSF) and other Kenyan Universities based in several counties.

Job Description

Reporting to the Principal Investigator or his delegated appointee, the project manager will be responsible for the project management and coordination roles and responsibilities. The project manager will lead and manage all the aspects of the five year project across the lifecycle, from inception phase through the implementation, handover and close-out. The individual must ensure that the project is delivered to contract while upholding the University of Nairobi's standards, meeting the needs of the project beneficiaries and maintaining a healthy collaboration with the members of this partnership.

Duties and Responsibilities

- i) Establish the project's work plans with clear deliverables and timelines.
- ii) Establish and manage collaborations with partnering regional universities.
- iii) Oversee the day to day implementation of the project's activities.
- iv) Develop, maintain and apply quality project management processes including compliance with donor reporting.
- v) Manage the project resources, including budgeting, cost controls and financial projections in close collaboration with the project accountant.
- vi) Plan and coordinate all the activities of the project including regional training workshops and stakeholder engagement meetings across the country.
- vii) Conduct regular reporting to the donor.

Job Specification

- i) A minimum of a Master degree in any of the following fields: Project Management, Business Administration, Health Sciences or related field.
- ii) At least 8 years experience in direct donor funded project management and support including project startup, implementation, contractual and financial compliance.

- iii) Extensive experience in management of projects related to public health, data science, capacity building, informatics systems or artificial intelligence.
- iv) Extensive knowledge of project funding cycles, planning, leading, delivering on projects scopes, time and quality, donor reporting and stakeholder/beneficiaries/partners satisfaction.
- v) Extensive experience in project management tools, methodologies, and project control tools for optimizing team performance.
- vi) Extensive experience in collaborative and shared online work spaces.

Required skills

- i) A self-leader with high self-drive, excellent communication skills both written and verbal, self confident and ability to influence others, positive interpersonal and people management skills, well organized and efficient.
- ii) The project manager must demonstrate ability to build and lead a team, experience in stakeholder and partners management, a problem solver and with conflict resolution abilities.

Desirable skills

Expertise and experience in curriculum development, delivery of training programs including identification of suitable training candidates for training workshops, hosting and facilitating training workshops and capacity building events or activities.

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 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 and
6. Applications should be emailed as one file in PDF: recruit-pmunitidtep@uonbi.ac.ke

CLOSING DATE: JANUARY 29, 2025

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