



Job Vacancy - AFHRINET Project

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University of Nairobi AFRHINET Project Manager and Project Assistant Vacancies in Kenya - June 2014

University of Nairobi

Applicants are invited for the following positions:-

AFRHINET Project

Centre for Advanced Studies in Environmental Law (CASELAP)

1. Project Manager (1 Post)cAC/6/162/14 (CHSS)

1. Advanced University degree (Master's degree or equivalent) in Environmental Policy or equivalent from a recognized university.
2. Demonstrated knowledge in policy development particularly in the field of rainwater harvesting irrigation management.
3. Demonstrated capacity for research, knowledge generation and dissemination particularly in the field of climate change adaptation strategies.
4. Ability to communicate and work effectively in close coordination with Scientific and Technological (S&T) communities, business/micro-enterprises, and other private, nongovernmental and public institutions.
5. Strong technical skills in quantitative and qualitative research methods.
6. Good writing skills, strong computer skills and good oral communication skills.

Reporting to the Project Coordinator, the project manager will be the responsible for the national and regional activities within the AFRHINET Project, and his/duties duties will include:

1. Undertaking the day-to day activities of the project to ensure scheduled delivery of outputs of relevant work packages.
2. Quality assurance: provide pre-implementation, mid-term and final reviews the methods, approaches, processes and outputs to ensure the highest standard of research.
3. Resourcing: assist in sourcing latest publications including reports, peer reviewed papers, conference proceedings, and books on related issues.
4. Advisory: Advice the project communities on the current knowledge, trends, latest findings and on-going research work relevance to rainwater harvesting for irrigation.
5. Leverage professional networks: assist the team to identify and organize networks with the national and county governments, communities and relevant stakeholders.



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6. Facilitation: facilitation the stakeholder workshops.
7. Reporting: undertake monthly, quarterly, bi-annual and annual reporting of project undertakings and outputs.
8. Resource development: develop advanced capacity building training materials in the field of rainwater harvesting irrigation management.

2. Project Assistant (1 Post)AD/6/163/14 (CHSS)

1. A Bachelors degree in International Relations.
2. An M&E certificate from a recognized institution.
3. Computer proficiency in statistical packages, e.g. SPSS
4. Demonstrated understanding of research methodology, data collection, data quality control.
5. Excellent oral and written communication skills.
6. Good proposal writing, documentation and reporting skills.
7. Experience in research, monitoring and evaluation for INGOs and/or donor programs will be an added advantage.

The Project Assistant will undertake the day-to-day budgetary and logistical arrangements of the project to ensure scheduled delivery of outputs of relevant work packages.

S/he will participate at the country meetings.

1. Quality and assurance: Provide pre-implementation, mid-term and final financial spreadsheets and accounts to ensure the highest standards of fiscal management.
2. Advisory: support the Project Manager to development a monitoring and evaluation of work relevant to the assignment.
3. Facilitation: will assist the Project Manager to facilitate the stakeholder workshops.
4. Reporting: undertake monthly, quarterly, bi-annual and annual financial reporting of the project undertakings.
5. Resource development: assist the Project Manager to develop capacity building materials as detailed in the work package 3.
6. Undertake other duties as assigned by the Project Coordinator.

These positions will be offered to successful candidates on a one-year renewable contractual term.

Note:

1. Applicants for academic posts (AC) should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in. Applicants for non-academic posts (AD) should submit seven (7) of the above supporting documents and applications letter.
2. In both cases, applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
3. Applications should be addressed as per the codes below:-

Codes: CHSS



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The Principal, College of Humanities & Social Sciences,

P.O Box 30197-00100,

Nairobi.

Please note that the University of Nairobi is an equal opportunity employer.

Only shortlisted applicants will be contacted.

Closing date: Friday, June 27, 2014.

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