



KENYATTA UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)

Email: dvc-admin@ku.ac.ke Tel/Ext: 3053

P. O. Box 43844
Nairobi, Kenya
Phone 870901/12
Telex: 25483 Fax: 810759

Date: 18th November 2020

INTERNAL ADVERTISEMENT

KENYATTA UNIVERSITY WOMEN ECONOMIC EMPOWERMENT (KU-WEE)

PROJECT MANAGER

Kenya University Council wishes to invite applications from eminent individuals who are suitably qualified with outstanding academic and professional credentials and relevant administrative experience for the position of Project Manager in the newly established KU-WEE Hub.

Duties and Responsibilities;

While reporting to the Hub Leader the Kenya University Women Economic Empowerment (KU-WEE) project manager will be expected to:

- i. Successfully implement, monitor, manage risk and report on the project, develop project strategy and focus, and coordinate with all stakeholders for research and policy development.
- ii. Ensure regular financial and program reporting in line with the Bill and Melinda Gates Foundation (BMGF), University requirements, effective and efficient use of project resources, proper grant disbursement, use and reporting.
- iii. Prioritize, plan, design, execute, monitor, control and closure of the project.
- iv. Work closely with BMGF to develop and refine the project strategy and the research coordinator to ensure efficient implementation of the research activities.
- v. Do the resourcing and facilitate hub staff in executing their mandate.
- vi. Provide secretarial services to the technical committee of the Hub and ensure that the decisions of the technical committee are available to the Hub leader and the research coordinator.
- vii. Work closely with the research coordinator and regularly brief the Hub Leader on the progress of the research agenda.
- viii. Be in-charge of the day-to-day running of the Hub.
- ix. Undertake other duties as delegated to him/her by the Hub Leader.

Key Qualifications & Experience:

- i. An earned Ph.D degree from a reputable and recognized University
- ii. Must be at least a Senior Lecturer.

Transforming Higher Education... Enhancing Lives

Kenyatta University is ISO 9001: 2015 Certified





KENYATTA UNIVERSITY

- iii. At least five (5) years working experience in a Government Institution at the Policy Implementation level.
- iv. Possess significant and extensive expertise in research on gender and women's economic empowerment.
- v. Should be a recognized gender champion and advocate.
- vi. Should demonstrate leadership skills, teamwork ability, possess firm, fair, all-inclusive and transparent management style and zeal to work under pressure to meet strict deadlines.
- vii. Must be a renowned scholar and researcher both locally and internationally with an ability to portray and uphold positive national and international image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity.
- viii. Have excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability.
- ix. Be of highest ethical standards, integrity, accountability and professionalism.

TERMS OF SERVICE:

The terms of Service for these positions is a **five (5) year non-renewable contract**. Applicants should submit application letter, certificates and testimonials by writing directly to:

Deputy Vice-Chancellor (Administration)
Kenyatta University
P. O. BOX 43844 – 00100
NAIROBI

Not later than, 7th December 2020

Kenyatta University is an equal opportunity employer and canvassing will lead to automatic disqualification.

Women and persons with disability are encouraged to apply.
Only shortlisted candidates will be contacted.


PROF. FATUMA N. CHEGE
DEPUTY VICE- CHANCELLOR (ADMINISTRATION)

Cc. Vice-Chancellor
Deputy Vice Chancellors