

Kenya National Food Fortification Reference Centre at JKUAT

1. Advert for an Assistant Project Manager

Candidates are invited to apply for one (1) position for Assistant Project Manager at the newly established Kenya National Food Fortification Centre that is located at Jomo Kenyatta University of Agriculture and Technology (JKUAT). This is a European Union funded project that will last 6 year starting from Jan 2017. The candidate will be hired on a two (2) year renewable contract based on performance.

The successful candidate will be required to (**Terms of Reference**):

- Prepare materials for meetings, conferences, trainings, and other project-related events
- Prepare technical and financial reports of each year
- Coordinate procurement activities of the project
- Communicate with project partners and stakeholders on project activities,
- Facilitate timely completion of project activities in liaison with project Stream Leaders
- Follow up with the implementing partners and sub-contractors for progress report, submission of reports and recent data on target group and other information material
- Assist with design, development and dissemination of project products and reports
- Assist in arranging programs for in-coming and out-going official missions, make appointments with project stakeholders, including logistical arrangements and secretarial assistance
- Assists in coordination and monitoring of project activities and budgets
- Assists in engagement of contracted staff for the need of implementation of the project
- Any other activities assigned by the Project Manager that are deemed necessary within the framework of the project.

Minimum Requirement

- BSc degree in Food Science and Technology or Food Science and Nutrition or Nutrition and Dietetics
- At least 1 year experience in Project Management
- Experience in technical and financial reporting for donor funded projects

2. Advert for a Laboratory Technician

Candidates are invited to apply for one (1) position for Laboratory Technician at the newly established Kenya National Food Fortification Centre that is located at Jomo Kenyatta University of Agriculture and Technology (JKUAT). This is a European Union funded project that will last 6 year starting from Jan 2017. The candidate will be hired on a two (2) year renewable contract based on performance.

The successful candidate will be required to (**Terms of Reference**):

- Routinely run the laboratory
- Maintain and calibrate equipments
- Carry out analytical work relating to food fortification as provided by project team and Assistant Project Manager and/or Project Manager
- Prepare procedures for analysis of different chemical compounds in foods
- Keep records of all the results analyzed in the laboratory
- Maintain a health and safe working environment by following all legal regulation and waste disposal procedures
- Training of stakeholders and partners on use of equipment
- Training of PhD and MSc students on equipment use
- Preparing schedules for use of equipment and laboratory

Minimum Requirement

- Diploma in Analytical Chemistry, Food Science and Technology, Food Chemistry or any other relevant training/course
- At least 1 year experience in analytical work
- Experience in laboratory operations

3. Advert for an administrative accountant

Candidates are invited to apply for one (1) position for Laboratory Technician at the newly established Kenya National Food Fortification Centre that is located at Jomo Kenyatta University of Agriculture and Technology (JKUAT). This is a European Union funded project that will last 6 year starting from Jan 2017. The candidate will be hired on a two (2) year contract renewable based on performance.

The successful candidate will be required to (**Terms of Reference**):

- a) Preparing and compiling financial accounts and reports for the project in accordance to the donor requirements
- b) Receiving and directing visitors and stakeholders, answering phone calls
- c) Assisting in making travel, meeting and event arrangements
- d) Managing project's documentation and filing
- e) Managing calendars for the project in consultation with the Assistant Project Manager and Manager
- f) Managing the Project inventory
- g) Daily administration of the office and the laboratory
- h) Any other responsibilities assigned Assistant Project Manager and Manager

Minimum Requirement

- Diploma in Financial Accounting or CPA 2
- At least 1 year experience Financial accounting and reporting
- Computer Literacy, knowledge and experience in Financial Accounting Softwares

Applications should include the following:

- Letter of application- clearly indicating the position one is applying for
- Updated Curriculum Vitae
- Academic testimonials (Certified copies of certificates and transcripts)
- Reference Letter
- Any other relevant information

Applications should be addressed to:

The Programme Manager, Dr, Daniel N. Sila (dsila@jkuat.ac.ke) and should reach him not later than 28th April 2017. Hard copies can be delivered to his office at JKUAT (Room 019), next to the Chairman department of Food Science and Technology, JKUAT (main Campus).