



Jomo Kenyatta University
of
Agriculture and Technology
College of Engineering and Technology
P.O. BOX 62000-00200, NAIROBI-KENYA, TEL: +254-67-587001-4, +254-67-52038
e-mail: principal@eng.jkuat.ac.ke

**UNIVERSITY RESEARCH CHAIR –TECHNOLOGY INNOVATION IN
MANUFACTURING**

Advertisement for a Research Assistant

Candidates are invited to apply for one (1) position for Research Assistant at the newly Granted Research Chair Project on Technology Innovation in Manufacturing at Jomo Kenyatta University of Agriculture and Technology (JKUAT). This is 5-year a project funded by National Commission for Science, Technology and Innovation (NACOSTI) and International Development Research Centre (IDRC). The successful candidate will be hired on a one (1) year renewable contract. Contract renewal will be based on performance.

The duties of the successful candidate will be to:

1. Support the research chair in coordination of the programmes
2. Prepare materials for meetings, conferences, training and other project related events
3. Prepare quarterly and annual technical and financial reports
4. Coordinate procurement activities of the project
5. Communicate with project partners and stakeholders on project activities
6. Facilitate timely completion of project activities in liaison with project stream leaders
7. Follow-up with implementing partners and sub-contractors for progress reports
8. Assist in preparation of progress reports and Manage project documentation and filing
9. Assist in coordination and monitoring of project activities and budgets
10. Assist in arranging programs for in-coming and out-going official missions, including logistical arrangements and secretarial assistance
11. Assist in engagement of any contracted staff for the implementation of the project.
12. Any other activities assigned by the Research Chair from time to time, which are deemed necessary within the framework of the project.

Minimum Requirements

The applicant should have the following

- Post-secondary school certificate in Business administration or related subjects
- Experience in financial accounting
- Experience in technical and financial reporting
- Working knowledge and proficiency in computer software packages including Microsoft Office Suite.

Applications should include the following:

- Letter of application-
- Updated Curriculum Vitae
- Academic testimonials (copies of certificates and transcripts)
- One letter of reference

Applications should be addressed to:

The Manufacturing Research Chair,
College of Engineering and Technology (COETEC)
JKUAT
P.O. Box 62000-00200

Nairobi.

Hard copies of applications can be delivered during working hours to the Principal's Office, COETEC, located at the 1st floor in the Engineering Main Building (EMB 101), within JKUAT's Juja Campus.

Alternatively applicants can apply through e-mail to: principal@eng.jkuat.ac.ke

The applications should reach the office not later than **5:00 p.m on Friday, 17th November 2017.**