



# VACANCY ANNOUNCEMENT

(Ref. No. NRS/603/022024)

## BUSINESS SUPPORT OFFICER I (PROJECT ASSISTANT)

The International Centre of Insect Physiology and Ecology (*icipe*) is a pan-African Centre of excellence in research for development and capacity building in insect science and its applications. The Centre's mission is to help alleviate poverty, ensure food and nutritional security, and improve the overall health status of people of the tropics. *icipe* achieves this goal by developing and extending management tools and strategies for harmful and useful arthropods while preserving the natural resource base. Since its establishment in 1970, *icipe* has become a significant contributor to science and innovation required to meet the health and food security challenges of sub-Saharan Africa. The Centre has achieved this status by developing alternative and environmentally friendly pest and vector management technologies and products that are effective, selective, non-polluting, non-resistance inducing, and affordable to resource-limited rural and urban communities. *icipe* is headquartered in Nairobi, Kenya, and has operations in more than 40 African countries as well as thriving partnerships with universities and research organizations across the world. Employing over 500 international and national staff, *icipe* also has approximately 150 graduate students who contribute to the Centre's research portfolio annually. For additional information, visit: [www.icipe.org](http://www.icipe.org)

Please also download *icipe*'s Vision and Strategy 2021–2025  
<http://www.icipe.org/publications/corporate-publications/vision-and-strategy>

*icipe* seeks to recruit a **Business Support Officer I (Project Assistant)** in the **Technology Transfer Unit (TTU)**. The position is tenable in Nairobi at the *icipe* Duduville campus. This is a two-year contract, renewable subject to continued position needs, funding for the position, and performance of the staff member. This is a nationally recruited position. A competitive compensation package will be offered to the right candidate. Only shortlisted candidates will be contacted.

### Overall Purpose of the Job

To provide project management support to the head of TTU, scientists, staff, consultants, students, and interns for efficient and timely implementation of the TTU project activities.

### Specific Duties

- Support the TTU team in the follow-up of action points of various projects and the reporting as per the donor requirements.
  - Coordinates the planning and organising of internal and external meetings and other events (e.g. folders and materials, registration forms, workshop programmes, and name tags, follow-up on payments and settlement of working advances, documentation, and proceedings).
- Participates in preparing annual budget and Terms of Reference (ToRs) on a need basis.
- Processes and makes follow-up on project payments including partner disbursement and other payments and maintains a database of the same for ease of reference and follow-up.
- Coordinates all matters on travel advances, cross-checking, and accountability of employees within the unit.

- Facilitate staff and student recruitment and renewal of contracts.
- Perform other duties assigned by the TTU Head.

### Requirements/Qualifications

- Bachelor's degree in Economics, Sociology, or its equivalent.
- Diploma of First degree in a relevant field with a certification in Project Management and/or Financial Management.
- At least 2 years' experience in project implementation marketing, documenting, and financial planning experience in the corporate sector.
- Excellent organisational skills, attention to detail, time management, ability to do multiple tasks, define and set priorities, and problem-solve.
- Strong ability to anticipate and plan, take personal initiative, work both independently and as a team member, and collaborate and coordinate with others.
- Effective communication and writing skills, taking notes and report writing.
- Experience in facilitating teamwork and collaboration with partners at all levels.
- Excellent interpersonal skills and ability to work under pressure.

### Other Desirable Attributes

- Make decisions for own functional areas and latitude for discretion within established and defined policies. Regularly reports and consults with supervisor.
- Carry out activities in a functional area.
- Participate in gathering information for the annual budget.
- Coordinating and planning external meetings/events.

### Reporting

This position reports to the **Research Scientist** in the **Technology Transfer Unit (TTU)**.

### HOW TO APPLY

**Applications will be accepted up to 13<sup>th</sup> March 2024.** Interested applicants should submit: (a) a confidential coverletter; (b) a detailed CV with names and addresses of 3 referees, including e-mail addresses; and (c) a statement illustrating suitability against the listed qualifications/competencies/abilities, and skills.

Candidates are required to apply online through: <http://recruit.icipe.org> or by Email: [recruitment@icipe.org](mailto:recruitment@icipe.org)

***icipe is an equal opportunity employer. The Centre fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity.***