

## JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

**Job Title:** Project Administrator  
**Department:** Strathmore Energy Research Centre  
**Reporting to:** Head of Department - UNESCO Chair for Climate Change Resilience and Sustainability.

### **Basic job summary:**

The **Project Administrator** will play a pivotal role in advancing the initiatives under the **UNESCO Chair for Climate Change Resilience and Sustainability**, ensuring the seamless execution of projects that promote climate resilience and sustainability. This position involves overseeing project administration, coordinating stakeholders, and managing resources to enhance the impact and efficiency of climate-related research and initiatives.

This role requires a combination of strong organizational and administrative skills, financial management expertise, and the ability to facilitate collaboration among diverse teams. The Project Administrator will work closely with researchers, funding agencies, and institutional partners to streamline project operations, maintain compliance with donor and institutional policies, and support the effective dissemination of project outcomes.

### **Duties & Responsibilities:**

#### **1. Administrative Support**

- **Office Management:**
  - Schedule and coordinate meetings, including agenda preparation and minute-taking.

- Manage correspondence, postage, and courier services for the department.
- Maintain office inventory and ensure timely procurement of supplies.
- **Travel and Logistics Coordination:**
  - Organize travel arrangements, including flights, accommodation, and local transport.
  - Ensure compliance with institutional travel policies and budgetary guidelines.
- **Event Planning and Coordination:**
  - Plan and coordinate departmental events, including workshops, conferences, and stakeholder engagements.
  - Oversee venue booking, material sourcing, and logistical arrangements.
  - Act as the primary liaison between the department and the **Communications and University Relations Office** to ensure alignment with institutional objectives.

## 2. Communications and Stakeholder Engagement

- **Liaison Duties:**
  - Serve as the **Communications Liaison** for the UNESCO Chair, ensuring timely and effective information flow.
  - Represent the department in monthly **Communications Committee** meetings.
  - Provide regular updates on ongoing projects, initiatives, and research activities.
- **Digital Presence and Content Management:**
  - Collaborate with the team to develop and manage content for the **UNESCO Chair website** and social media platforms.

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- Oversee website maintenance, updates, and potential redesigns to enhance accessibility and engagement.
- Ensure the development and dissemination of communication materials in line with institutional branding and communication policies.

## **Minimum Academic Qualifications:**

- A bachelor's degree in a business, management, administration, or communications related field

## **Experience:**

- Bachelor's degree in business administration, Project Management, Environmental Studies, or a related field.
- At least 3 years of experience in project administration, preferably in research, academia, or climate change-related projects.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and project management tools.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Knowledge of financial and grant management principles is an added advantage.

## **Competencies and Attributes**

- Good organizational and time management skills
- An ardent learner
- Office management and Customer care
- Excellent communication skills (both verbal and written).
- Good command of Microsoft Office Suite
- Team player.

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Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Project Administrator**” on the subject line to [recruitment@strathmore.edu](mailto:recruitment@strathmore.edu) by **8<sup>th</sup> April 2025**.

Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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