



Strathmore
UNIVERSITY
BUSINESS SCHOOL



SBS VACANCY ANNOUNCEMENT

JOB TITLE: Program Coordinator

DEPARTMENT: Centre for Business Journalism

REPORTING TO: Program Manager

JOB PURPOSE: The program coordinator will be responsible for developing effective programs, overseeing activities and details, and measuring overall success. The duties will consist of managing various administrative tasks, tracking the budget, and ensuring that the program meets company goals.

MAIN DUTIES AND RESPONSIBILITIES:

1. Program Management & Coordination

- Oversee the planning, execution, and timely delivery of all program components.
- Coordinate the logistical and administrative aspects of program sessions, workshops, and stakeholder events.
- Serve as the primary point of contact for program participants, trainers, and partner institutions.
- Monitoring & Reporting
- Track program activities against timelines and objectives.
- Prepare periodic progress reports, including data on participation, feedback, and impact.

2. Budget & Resource Management

- Support budget tracking in collaboration with the finance team.
- Ensure program expenditures are aligned with approved budgets.
- Coordinate procurement of materials, services, and other program-related resources.

3. Stakeholder Engagement

- Maintain effective communication with internal and external stakeholders, including trainers, university departments, and partner organizations.
- Support relationship-building and communication with BMIA alumni and potential candidates.

4. Events & Communications

- Assist in organizing events and outreach activities related to the program.
- Support content development for newsletters, reports, and digital communication platforms related to BMIA.
- Support the documentation and filing of event-related materials, attendance, and feedback.

5. General Administrative Support

- Maintain accurate and up-to-date documentation for all program components.
- Assist in drafting and reviewing communication materials, memos, and meeting minutes.
- Provide administrative support to the Senior Program Manager as needed.

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications, attributes, and skills:

- Bachelor's degree in a business-related course.
- Membership to a professional body is an added advantage.
- At least 2 years' experience in administrative and financial roles.
- Experience in leading staff and managing vendors.
- Ability to generate program progress reports to measure program impact.
- Demonstrate experience in coordinating complex activities and events.

Key Competencies and Skills:

- Sharp organizational skills.
- Possess a solution-oriented mindset.
- Attention to detail.

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Program Coordinator, Center for Business Journalism**' to the People and Culture Manager, Strathmore University Business School, on careersbs@strathmore.edu by end of the day (5.30 pm) **Friday, 16th May 2025**.

Due to the large number of applications we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University Business School 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.