



**HJF Medical Research International, Inc.
(HJFMRI)**

VACANCY

JOB TITLE: Administrative Assistant

Program description: The Henry Jackson Foundation Medical Research International (HJFMRI) provides scientific, technical and programmatic support services to global medical research programs. Through an agreement with the US Centers for Disease Control and Prevention (CDC), HJFMRI provides administrative support for research activities related to HIV, malaria, TB and other infectious diseases conducted by our Kenya-based implementing partner, Kenya Medical Research Institute (KEMRI). The Program has a vacancy for an **Administrative Assistant** based in **Kisian, Kenya**.

Main Duties and Responsibilities:

1. Serve as the primary point of contact for all visitors and callers to the site; and respond to inquiries.
2. Provide administrative support to project PI's, researchers and administrative teams; type official correspondence and manage incoming and outgoing mail.
3. Process program-related domestic and international travel requests, coordinating with travel agencies, airlines and hotels to confirm air and ground transport and reservations, as well as travel insurance.
4. Coordinate, develop and update travel plans for relevant collaborators and partners.
5. Handle and regularly reconcile petty cash.
6. Calculate per diem and coordinate with the Finance team to facilitate travel advances and reimbursements. Verify and reconcile vendor invoices and initiate payment.
7. Establish, maintain and update files, databases, records and other documents.
8. Initiate routine purchase requests for office supplies.
9. Schedule and coordinate appointments and maintain calendars, conference room reservations and plan organization-wide events.

10. Document and maintain in a repository of minutes of official staff meetings.
11. Maintain proper records of all equipment from acquisition to disposal and ensure generation of clear inventory report and equipment status.
12. Perform other duties as assigned by the Supervisor

Qualifications and Requirements:

1. Bachelor's degree in Business Administration/Management or a related field
2. A minimum of 3 years of administrative and/or logistics management experience.
3. Computer literacy with proficiency in Microsoft applications.
4. No criminal record.

Competencies:

1. Team player with high integrity, excellent interpersonal and communication skills.
2. Flexibility and attention to detail with the ability to multi-task.
3. Proactive with a well-developed capacity to monitor deadlines of critical activities.
4. Ability to work in a multi-cultural environment under minimal supervision.
5. Proficiency in written and oral English and Kiswahili.

Submit CV, Cover Letter and List of References to nairobijobslogin@hjfmri.org by January 19, 2018.

HJFMRI is an equal opportunity employer. Only shortlisted candidates shall be contacted. More details can be found on HJFMRI website: www.hjfmri.org