



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

VACANCY (RE-ADVERTISEMENT)

JOB TITLE: Program Manager

SUMMARY

Location: Nairobi, Kenya

Main Duties and Responsibilities:

1. The PM will support any program within Kenya or the Region when requested.
2. The PM will serve as a point of contact for any of the program stakeholders when requested by the supervisors.
3. The PM must be proficient in all Program Management functions and must be familiar with all HJFMRI managed activities in Kenya and the region.
4. The PM will oversee budgets to ensure fiscal compliance.
5. Assists with the preparation of requests for contract/grant actions and proposals.
6. When requested, review and approve subcontractor invoices and technical reports for accuracy
7. Review and ensure all program deliverables are accurate and submitted timely.
8. When requested, prepare timely reports in accordance with program requirements.
9. The PM is required to manage equipment, including maintenance and final disposition, and other program assets when requested.
10. The PM is required to travel for extended periods when requested.
11. The PM is required to submitted detailed trip reports to all relevant stakeholders
12. The PM must work very closely with all programs, the relevant departments at HQ
13. Coordinates and approves the initiation and processing of purchase orders, supply sources, work orders and maintenance and renovation requests.
14. Performs other duties as needed and assigned by the Contracts and Grants Manager at the HJFMRI Regional Office.

Qualifications and requirements:

1. Bachelor's Degree in business, public health or related field
2. 3-5 years Program Management experience

3. Experience managing activities funded by the US Government is required
4. Computer literacy with proficiency in Microsoft applications – Proficiency in advanced Microsoft Excel is required.
5. No criminal record.

Competencies:

Knowledge of organizational objectives, office automation; ability to work completely independently; ability to use sound judgment in solving problems; ability to coordinate many complex systems and programs at the same time; excellent communication and interpersonal skills. Experience with international program management desired.

How to Apply:

Submit **CV, Cover Letter and List of References** to nairobijobslogin@hjfmri.org