

JOB DESCRIPTION AND SPECIFICATIONS	PROGRAMME ASSISTANT (4 POSTS)
Purpose of Position	The Programme Assistant will be responsible to a Programme Officer for implementation of NEPAD / APRM Programmes and activities.
Major Responsibilities	The Programme Assistant will be responsible for:- <ul style="list-style-type: none"> • Collecting and analyzing data for programs and activities; • Compiling programme and activity reports; • Preparing project work plans, budgets and progress reports; • Maintaining program records and documentation; • Providing technical, administrative and logistical support on the implementation of program activities; and • Undertaking research assignments.
Academic and Professional Qualifications	Be in possession of a Bachelors degree in Project Management, Development Studies or equivalent qualification. Post graduate qualification in Project Management / Development studies will be an added advantage
Work Experience	The candidate should possess a minimum of 2 years experience working in a similar position in either Public Service or Private Sector.
Skills and Competence	<ul style="list-style-type: none"> • Good written and verbal communication skills • Attentive to detail and capable of multi-tasking • Be proficient in computer applications. • Be a team player • Good interpersonal skills
Application Process and Deadline.	Candidates meeting the criteria are invited to submit application, detailed curriculum vitae and copies of testimonials to The Chief Executive Officer, NEPAD Kenya Secretariat, P. O. Box 46270, 00100, NAIROBI not later than 29 th November, 2013