



FULLTIME & PERMANENT POSITION
 Please send CV & cover letter to recruitment@galvmed.org
CLOSING DATE FOR APPLICATIONS: 24th July 2026

JOB DESCRIPTION	
JOB TITLE & DEPARTMENT:	
Programme Management Assistant Research & Development	
LOCATION:	
Nairobi, Kenya	
SALARY	
3,900,000 KES per annum	
REPORTING LINE & KEY INTERFACES:	
Key Interfaces: Internal stakeholders and the following groups of external stakeholders: AgResults Secretariat and donors, vaccine manufacturers, regional government authorities, veterinary and broader livestock community, scientific community.	
MAIN PURPOSE AND SCOPE OF THE JOB	
Program Management Assistant reports to and assist Project Leaders/Managers during the execution of projects. The Program Management Assistant provides administrative, coordination, and reporting support to the Project Manager to ensure projects are delivered on time, within scope, and within budget. The role supports planning, documentation, communication, and day to day project operations across the project lifecycle.	
KEY ACTIVITIES	
Project Coordination & Support - Assist in planning, scheduling, and coordinating project activities and milestones. <i>Occasionally assist with the organization and delivery of effective online/in person workshops and other events.</i> - Track project progress against plans and highlight risks or delays by updating associated Risk Register and informing the established mitigation plan. - Support preparation and follow-up of project meetings (agendas, minutes, action logs). - Maintain project documentation, files, and version control. Monitoring, Reporting & Administration - Update project trackers, dashboards, and progress reports. - Collect data from project teams and consolidate reports for management. - Support budget tracking, purchase orders, invoices, and expense monitoring. - Assist with contract administration and compliance documentation. Communication & Stakeholder Support - Act as a point of contact for internal team members and selected stakeholders. - Support communication between project teams, suppliers, and partners. - Ensure timely dissemination of project information and decisions. Quality, Risk & Process Support - Assist in identifying project risks, issues, and dependencies. - Support quality assurance activities and adherence to project procedures.	

- Help implement and maintain project management tools and templates.

General Support

- Provide administrative assistance to the Program Manager as required.
- Support multiple projects simultaneously when needed.

QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)

Education

- Bachelor's degree in Project Management, Business Administration, Management, or a related field (or equivalent experience).

Experience

- 3+ years' experience in project management.
- Experience in donor-funded, NGO, or development projects.

Technical Skills & Competencies

- Excellent multitasking skills, and strong organizational and time management skills.
- Proficiency in MS Office (Excel, Word, PowerPoint, Outlook).
- Familiarity with project management tools (e.g. MS Project) is an asset.
- Diplomacy, briefing, listening and summarising accurately.
- Dealing with sensitive and contentious information.
- Report writing.
- Adapt interpersonal skills to suit circumstance.
- Meet and greet high profile partners (i.e;CEOs from Animal Health Company).