



VACANCY ADVERTISEMENT

Applications are invited from suitably qualified and experienced Tanzanians to fill the positions of **Estates Officer and Research Administrator** at Kairuki University (KU).

1. JOB TITLE: Estates Officer

To oversee and manage all construction and maintenance operations across the university's estates and facilities, ensuring that the planning, execution, and upkeep of physical infrastructure are conducted in strict adherence to established quality standards, technical specifications, and agreed timelines, while safeguarding the strategic and operational interests of the university.

Duties and Responsibilities

1. To manage all financial and contractual parts of KU construction projects, prepare bills of quantities and monitor costs.
2. To calculate expenses for materials, labor, equipment, and land before and during construction.
3. To oversee the planning, scheduling, and overall delivery of construction works.
4. In liaison with the KU Corporate Council, handle and administer construction legal documents, tenders, negotiations, and dispute resolutions between the University and contractors.

Requirements

- Good knowledge of Computer Aided Design (CAD)
- Ability to read and interpret technical drawings.
- Good communication and reporting skills.
- Experience in construction projects management

Qualifications and Experience

Holder of University Degree in Civil Engineering or Building Economics with a minimum of three (3) years relevant working experience in similar position or related role.

2. JOB TITLE: Research Administrator

To coordinate and manage research, innovation, consultancy, and publication activities at Kairuki University by supporting research development, grant management, research compliance, academic dissemination, and collaboration with local and international stakeholders in accordance with University policies and regulatory requirements.

Duties and Responsibilities

1. Coordinate research, consultancy, innovation, and community engagement activities across the University.
2. Support academic staff in identifying and securing research grants, funding opportunities, and collaborative projects.
3. Facilitate the preparation, submission, monitoring, and reporting of research proposals and funded projects.
4. Maintain comprehensive records and databases of research projects, grants, publications, consultancy activities, and institutional partnerships.
5. Monitor compliance with research policies, ethical review requirements, donor regulations, and institutional guidelines.
6. Coordinate the dissemination of research findings through conferences, seminars, workshops, publications, and other scholarly platforms.
7. Prepare periodic reports on research performance, grants, publications, and other key research indicators.
8. Support postgraduate research administration and coordinate research-related activities.
9. Assist in the development and implementation of University research strategies, policies, and operational plans.
10. Provide administrative support to research committees and other research-related structures of the University.
11. Perform any other duties assigned by the Supervisor.

Requirements

- Excellent communication, report writing, and interpersonal skills.
- Proficiency in Microsoft Office applications and database management systems.
- Strong organizational, planning, and coordination skills.
- Experience in grants management, research funding, publications, ethics review, and postgraduate research management will be an added advantage.

Qualifications and Experience

Holder of a Master's Degree or PhD in Health Sciences disciplines, with experience in research projects administration, supporting and submission of external grant project applications, grant proposals financial reporting, budget preparation for grant proposal applications, or having worked in a University directorate of research and handling of IRB review of research project proposals. Applicants must have a minimum of three (3) years relevant working experience in research administration, grants management, project coordination, or a related area.

Application Procedure

Interested and qualified applicants for the above positions are requested to submit an application letter, curriculum vitae, and attach copies of their certificates to hram@ku.ac.tz by 30th September 2026.