
JOB ADVERTISEMENT

Job Title:	Project Assistant, Coast Region (Mombasa)
Programme/Dept.:	Regional Office (Advocacy & Legal Advice Centre)
Reports to:	Project Officer
Supervision:	None
Duty Station:	Mombasa Office, with regular travel to the field
Application Deadline:	21 st July 2023

JOB SUMMARY

Transparency International Kenya (TI-Kenya) is an autonomous chapter in the Transparency International movement, a global coalition against corruption with which we share knowledge and exchange ideas for the greater good of Kenya.

JOB PURPOSE

The job holder is responsible for offering support to the Coastal Regional Office to ensure successful implementation of the projects and assisting in logistical tasks, data collection and documentation.

More specifically, with the guidance and supervision of the Project Officer, the Project Assistant will be responsible for executing the below tasks;

DUTIES AND RESPONSIBILITIES**1. Programme Management**

- Organize logistical and administrative preparation of all project activities including advocacy meetings, workshops, and public forums, and ensuring production and or documentation of activity reports and minutes;
- Carry out desk review to support gathering of information for project implementation as necessary;
- Assist in review and analysis of information gathered to inform proposed interventions by the regional office.
- Assist in the design of projects and work plans to ensure their successful implementation to achieve overall programme objectives and TI-Kenya strategic goals;
- Assist in preparation of donor and programme reports; monthly, quarterly and annual report;
- Support management -of programme budgets by collating relevant documents, identification of gaps and drawing up proper accounts as per donor requirements;
- Support the identification and recruitment of qualified service providers including procurement of assets/utilities and consultants for tasks specific to the regional office;
- Implement a tracking mechanism to ensure that all vendors, suppliers, and consultants are paid on a timely basis;
- Support the review and dissemination of technical documents.

2. Resource Mobilization

- Provide support to the Project Officer in researching for and developing exceptional proposals and/or concepts for financial support and sustainability of the office.

3. Public Communication and Social Media Advocacy

- Maintain an active presence on social media that is interfaced with TI-Kenya's presence in line with the organisation's social media policy and guidelines;
- Assist in project documentation including maintaining a photo database for all activities and ensuring a comprehensive record of all undertakings (including documents, minutes, and reports);
- Support publicity campaigns by providing logistical support for all media engagements for the office.

4. Coordination, Networking and External Relationship

- Maintain an up-to-date list of contacts and profiles of partners and stakeholders relevant for the Coast Regional Office.

5. ALAC Support

- Offer legal aid to ALAC clients at the office and in the field in line with TI-Kenya's mandate;
- Conduct ALAC client screening and interviews;
- Maintain an updated and accurate client data base in a confidential manner;
- Facilitate continuous progress tracking of ALAC cases to effective conclusion;
- Maintain an appropriate filing and storage system of all relevant documentation for ease of use and retrieval;
- Represent the ALAC office in meetings as requested from time to time;
- Support the Senior Regional Officer in conducting Public Interest Litigation work as necessary.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in any of the following fields; Law, Human Rights and Social Sciences, from a recognised university;
- At least two (2) years of proven experience in participatory community-based approaches, dissemination strategies, research and advocacy skills, legal aid, community mobilization and organization;
- Computer literacy- Understanding of data entry, basic computer skills and knowledge of databases.

COMPETENCIES

- A person of high integrity that will model TI-Kenya's core values;
- A strong commitment to the aims, objectives, and values of TI-Kenya;
- Ability to multi-task, with tight deadlines/schedules and attention to detail;
- Proven experience in community mobilization and an interest in the anti-corruption sector;
- Ability to productively interact with different stakeholders and citizens to advance TI-Kenya work;
- Familiarity with advocacy and communications strategies and tools;
- Result oriented, team player and self-motivated;
- Good Writing, Research, Communication, and interpersonal skills.

HOW TO APPLY

Interested and qualified candidates **MUST** complete the questionnaire by clicking the link: <https://forms.office.com/e/9Sx7BJLu6E> Further instructions include submitting one properly labelled PDF document as an attachment (combining the application letter and CV with at least three professional referees) via email to hr@tikenya.org. Please include the reference "**Project Assistant, Coastal Region**" as the subject of your email applications. Do not attach your testimonials or certificates. **Applications deadline is 21st July 2023 at 4.00PM.**

Safeguarding: TI-Kenya holds strict safeguarding principles and a zero-tolerance policy towards all forms of Sexual Exploitation, Harassment and Abuse (SEAH) in the workplace and other places where the organization's activities are rendered. The organisation has strict policies which outline the expected behavior, code of conduct and responsibility of all persons acting on behalf of TI-Kenya, including policies to safeguard children and vulnerable adults. If selected, we will perform a background check on you and request that you submit a police certificate of good conduct.

Inclusivity and Equality: All qualified applicants will receive equal consideration for employment without regard to ethnicity, race, color, religion, national origin, age, disability, marital status, or any other characteristic that has no bearing on the ability to perform the required job duties. Qualified female candidates are strongly encouraged to apply. Due to the high volume of applications, we receive, only shortlisted candidates who qualify to the next recruitment stage will be contacted.

Disclaimer: Please note that TI-Kenya does not charge a fee at any stage of its recruitment process and we do not recruit through recruitment agents