



## VOLUNTEER OPPORTUNITY

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**Vacancy:** Volunteer, ALAC Western

**Reports to:** Regional Officer, ALAC Western

**Duty Station:** Western Office, with regular travel to the field

**Duration:** 3 Months with possible extension to a further 3 months.

**Application deadline:** 7<sup>th</sup> January 2019.

### JOB SUMMARY

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

The Volunteer will offer support to the Regional Officer ALAC Western, to ensure successful implementation of the projects, providing programme support and assisting in logistical tasks, monitoring and documentation. This is in line with the overall programme objectives of TI-Kenya's strategic goals.

### DUTIES AND RESPONSIBILITIES

Under the guidance and supervision of the Regional Officer, ALAC Western, the volunteer shall;

**Provide programme Support including but not limited to the following duties:**

1. Support in undertaking legal aid at the ALAC office and at the field.
2. Ensure update of the Client Data base and proper keeping of Clients records
3. Support ALAC work on the Uwajibikaji Mashinani project;
4. Assist in preparation of reports and minutes of programme activities, including pictorial documentation;

5. Support in research in TI's core areas of programs i.e. Education, water, Humanitarian aid, land governance, Climate finance governance, the police and extractive industries.
6. Assist in logistical and administrative preparation of assigned project activities including advocacy meetings, workshops and public forums.
7. Assist in project documentation for the project
8. Represent the ALAC office in meetings when required;
9. Assist in mobilizing community groups in developing democratic structures of governance and strategic plans for effective service delivery;
10. Contribute to team effort by accomplishing related tasks as allocated from time to time.

### **QUALIFICATIONS AND SKILLS REQUIRED**

1. Bachelor's degree in Law from a recognized University.
2. Excellent communication skills (oral and written).
3. Excellent written and spoken English is essential, as well as a critical eye for editing.
4. Proficiency in using Ms Office applications.
5. Demonstrated effective organizational skills and ability to handle work in a timely manner.
6. Demonstrated ability to coordinate several tasks to meet deadlines

### **HOW TO APPLY**

Interested and qualified candidates are requested to submit one PDF document as an attachment (combining the application letter and CV with at least three professional referees) via email to **hr@tikenya.org** by close of business, **7<sup>th</sup> January 2019**.

Please include the reference **Volunteer, ALAC Western** as the subject of your email applications. Do not attach your testimonials or certificates. Only shortlisted candidates 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*