

JOB ADVERTISEMENT

Job Vacancy:	Programme Assistant, (PLIF-Extractives)
Programme/Dept.:	Policy, Legal and Institutional Frameworks
Reports to:	Programme Officer- Extractives
Supervision:	None
Duty Station:	Nairobi, with regular travel to the field

JOB SUMMARY

The jobholder is responsible for offering support to the PLIF Department , with primary focus on the extractive sub-programme to ensure successful implementation of the projects by assisting in logistical tasks, data collection and documentation.

DUTIES AND RESPONSIBILITIES

1. Programme Management

- Organise 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 the gathering of information for project implementation as necessary;
- Assist in review and analysis of information gathered to inform proposed interventions by the organizational Extractives projects.
- 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 programme. The tasks also include assisting in preparation of terms of reference, expressions of interest and contracts in accordance with TI-Kenya policies and procedures and facilitating of successful delivery of work by such service providers;
- 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 Mobilisation

- Provide support to the Programme Officer- Extractives 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 organization'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 extractives projects within PLIF.

4. Coordination, Networking and External Relationships

- Maintain an up-to-date list of contacts and profiles of partners and stakeholders relevant for the PLIF extractives projects.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a bachelor's degree in any of the following fields; Natural Resources Management, Development Studies, Human Rights, International Relations, Social Studies, or other related fields from a recognized university;
- At least two (2) years of proven experience in participatory community-based advocacy approaches, dissemination strategies, research and advocacy skills, community mobilization and organization;
- An understanding of the current Mining sector governance issues in Kenya;
- 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;
- Excellent communication and interpersonal skills;
- Familiarity with advocacy and communications strategies and tools;
- Good analytical and project administration skills;
- Demonstrated professional use of social media (twitter, Facebook among others);
- Demonstrable ability to think strategically, innovatively and practically to improve programme quality Decision making and problem-solving skills;

- Relationship building and maintenance skills;
- Works well in a team and individually;
- Works well with minimal supervision;
- 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/r/x2E2AVtUdE>. **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 **Programme Assistant-Extractives** as the subject of your email applications. Do not attach your testimonials or certificates.

The deadline for receiving applications is **COB, 19th January 2022**.

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.

All qualified applicants will receive equal consideration for employment without regard to ethnicity, race, color, religion, sexual orientation, national origin, age, disability, marital status, or any other characteristic that has no bearing on the ability to perform the required job duties. 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