



JOB DESCRIPTION

Job title:	Project Assistant
Department:	Public Finance Management
Reports to:	Programme Coordinator PFM-NRCCG
Work Station:	Nairobi, with occasional local or international travel

JOB SUMMARY

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation with the aim of developing a transparent and corruption-free society through good governance and social justice initiatives. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world.

The Public Finance Management, Natural Resources and Climate Governance strategic result area focuses on promoting efficient, effective, and accountable public finance management and improved governance in natural resource management and accountable utilisation of Climate change resources.

JOB PURPOSE

The Project Assistant is required to support implementation of strategies and projects aligned towards the achievement of TI-Kenya's strategic plan. This includes interventions focused on successful implementation of projects under the strategic focus area and any other programme where support may be requested in line with the skills and competencies of the intern. Under the overall supervision and guidance of the Programme Coordinator PFM he/she will perform the below tasks:

DUTIES AND RESPONSIBILITIES

1. Project Management:

- Prepare, review and update planning documents for proposed and ongoing projects including workplans, budgets, project management plans and outcome monitoring and

harvesting plans. The Project Assistant will also prepare and submit for approval activity plans including concept notes, agendas, mission proposals, training materials e.t.c

- Manage logistics for program-related events, including workshops, seminars, and conferences, by coordinating travel arrangements, accommodations, and materials. Engage service providers, stakeholders and participants in project activities to provide services or take part in project activities.
- Facilitate engagements during activities including venue preparations, registration of participants and facilitation of sessions.
- Research and learning through environmental scanning by seeking information and data on current trends in public finance accountability to inform project design, review and implementation.
- Monitoring of project implementation timelines, targets, achievements and reporting requirements.

2. Partner Communication:

- Facilitate communication with programme stakeholders, ensuring timely and effective information exchange through various channels (emails, phone calls, and written correspondence).
- Maintain, update and share a contact list of all project partners under the programme including donors, policy makers, civil society partners and other stakeholders as per project requirements.
- Foster effective internal communication within the in the programme, ensuring that information is shared among staff on planned engagements, areas of support requirements and updates on ongoing engagements.
- Assist in maintaining positive and collaborative relationships with partners, addressing inquiries, and providing necessary information as required.

3. Reporting

- Ensure timely submission of activity, monthly, quarterly and annual r institutional and donor reports aligned to approved formats.
- Ensure financial and narrative reports are submitted according to the agreed deadlines and to donor requirements.
- Collaborate with other programme team members to generate timely and appropriate narrative and financial reporting with respect to all activities and grants in the Programme.

4. Resource Mobilization & Budget Management

- Support in development of exceptional proposals and/or concepts for financial support and sustainability of the programme.

- Support in developing appropriate fundraising strategies as well as sustainable alternative revenue sources.
- Support in mapping out the resource requirements of specifically assigned projects for the organisation.
- Support in developing and tracking budgets, and monitoring project expenditures against budgets for the assigned project activities.

5. Public Communication and Social Media Advocacy

- Write well thought out publishable articles every quarter for management's consideration aligned to promoting the organisation's advocacy plans more so aligned to the programme assigned.
- 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.
- In conjunction with the Communications department, support in initiating and participating in mainstream and social media engagements focusing on pertinent corruption issues in the technical area of the programme.

QUALIFICATIONS

1. A graduate with a bachelor's degree social sciences preferably political science, law or any other related field.
2. Strong analytical and research skills with a thirst for knowledge.
3. Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
4. A high level of organization, initiative, and a genuine passion for good governance initiatives.
5. Proficiency in data analysis tools and strong attention to detail are a plus.

COMPETENCIES

1. A person of high integrity that will model TI-Kenya's core values;
2. Ability to productively interact with different stakeholders and citizens to advance TI-Kenya work;
3. Familiarity with advocacy and communications strategies and tools;
4. Result oriented, team player and self-motivated;
5. Ability to multi-task, with tight deadlines/schedules and attention to detail;
6. Excellent Writing, Research, Communication and interpersonal skills;
7. Highly organized, detail oriented, able to prioritize and consistently produce high quality work.

How to Apply

Please submit your resume highlighting relevant skills and experience, along with a cover letter detailing why you are the best fit for this position

here https://docs.google.com/forms/d/e/1FAIpQLSdKCpQUbtmPJW5Y6HkEgJa_xx2Mcg1Z2EhQFe84Jj092Z_oAg/viewform?usp=publish-editor