



JOB DESCRIPTION

Job title:	Volunteer
Department:	Public Finance Management, Natural Resources and Climate Governance
Reports to:	Project Officer (PFM)
Workstation:	Nairobi, with occasional travel to the field

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 Volunteer 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, competencies and desired areas of learning of the Volunteer. Under the overall supervision and guidance of the Project Officer (PFM), he/she will perform the below tasks:

DUTIES AND RESPONSIBILITIES

Under the supervision of the Project Officer (PFM), the volunteer shall provide programme support including but not limited to the following duties:

1. Provide logistical and administrative support for program-related events, including preparations of venues, transport, programmes, participants registration and conference materials as may be needed.

2. Assist in project documentation including activity reporting, minutes for meetings and support donor reporting in line with required templates and timelines;
3. 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.
4. Facilitate communication with programme stakeholders, ensuring timely and effective information exchange through various channels (emails, phone calls, and written correspondence).
5. 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.
6. 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.
7. 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.
6. Contribute to team effort by performing related tasks as assigned from time to time.

QUALIFICATIONS

1. A graduate with a bachelor's degree in Economics, Finance, Data Science, Law, Political Science 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/1FAIpQLSduCiAxMWQVOHr2W0DwITYwmV3UQx413r72JsyWIM87cIHfxA/viewform?usp=publish-editor>