

VACANCY ANNOUNCEMENT

Project Coordinator

Somali Voices

Equal Access International



Position Location: Nairobi, Kenya

Background:

Equal Access International is an international not for profit organization (501c3) working throughout Asia and Africa. A communication for social change organization that combines the power of media with community mobilization, Equal Access creates customized communications strategies and outreach solutions that address the most critical challenges affecting people in the developing world in the areas of peace and transforming extremism, women's and girl's empowerment, governance, civic participation, youth development, human rights and health.

Summary:

EAI is preparing for the Somali Voices project, an 18-month activity funded by the US Department of State's Global Engagement Center. The project is designed to increase the resilience of Somali-speaking communities in Kenya to violent extremism, with an emphasis on increasing local capacity to counter al-Shabaab's recruitment efforts, and shifting attitudes related to ideologically-motivated violence.

Position:

The Project Coordinator will be responsible for the overall management and development of the Somali Voices project in Kenya and ensuring that it contributes efficiently and effectively towards meeting the needs of the target population and the goals of EAI.

Reporting & Supervision:

The Project Coordinator will report to the EAI-East Africa Senior Program Manager.

Responsibilities:

- Update and manage the project work plan and budget.
- Develop innovative peacebuilding activities, and identify relevant partners in the project sites in Kenya.
- Working closely with the Senior Program Manager to ensure best practice in all aspects of project cycle management from identification, planning, implementation, monitoring and evaluation;
- Ensure positive working relationships with all partners and stakeholders (government ministries, communities, NGOs, etc.).
- Mentor and supervise two Field Coordinators in Kenya.
- Mentor and supervise short-term trainers.
- Ensure project implementation is in compliance with donor requirements and EAI's organizational policies.
- Assist in the development of technical proposals.
- Design and oversee regular monitoring of project performance indicators.
- Write regular activity reports for submission to international donors.
- Assist in writing the quarterly, bi-annual and annual reports.
- Attend partner/network meetings
- Manage the logistical preparations and procurement for project activities.

- Plan and participate in evaluation activities such as focus groups and interviews and ensure the use of feedback and information to improve the quality of the programming and overall organizational learning.
- Represent the Senior Program Manager in stakeholder events and functions.

Required Skills & Qualifications:

- Fluency in English required
- At least eight years of relevant work experience in programming preferably in East Africa.
- Progressive experience of programme management (at least 5 years) in the NGO sector in Kenya.
- Well established and practiced organizational and planning skills
- Excellent verbal, analytical, organizational and written skills.
- Strong interpersonal and intercultural communication skills.
- Knowledge and evidence of experience managing compliance to diverse strategic donors (USAID, DFID, EU, etc.)
- Knowledge of C/PVE and counterterrorism programming in Kenya.
- Knowledge of C/PVE and counterterrorism actors in Kenya.
- Demonstrated proficiency with electronic and printed reference materials.
- Ability to appropriately communicate sensitive information and to judge how and with whom this information should be shared.
- Willingness to travel to field sites within Kenya.
- Ability to function effectively in a fluid but complex teamwork environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements required.
- Advanced computer skills, particularly with the Microsoft Office suite of applications.
- Knowledge and ability to implement principles of management, leadership, peace building, conflict resolution, negotiation, and motivation.
- Demonstrated record of initiative, problem-solving, and adaptability.
- Strong listening, communication, and collaboration skills.
- Bachelor's degree required; advanced degree(s) preferred.

To Apply:

Interested applicants should e-mail a copy of your CV and statement of interest to eajobs@equalaccess.org with the reference "Project Coordinator, Somali Voices" in the subject line.

Kenyan Nationals are strongly encouraged to apply. EAI is an Equal Opportunity Employer.