



ASSISTANT PROJECTS OFFICER – JOB OPPORTUNITY AT KCCWG

Job Summary

The purpose of the position is to support the projects and programs department at KCCWG. The candidate will be responsible for preparing and implementing monthly plans, carry out evaluation and provide weekly and quarterly reports of their work schedule, tasks carried out, achievements and pending matters.

Responsibilities

- Assist the projects officer in the planning and implementation of KCCWG's projects in accordance with KCCWG strategy and plans
- Proactively contribute to day to day project implementation and ensure conformity to expected results and project work plans
- Assist the project officer in making pertinent logistical arrangements for the prompt and effective implementation of program
- Assist the project officer in taking, preparing activity and progress reports and minutes when necessary
- Regularly update the website and social media platforms in close supervision from the projects officer
- Work closely with the project officer in maintaining vibrant county networks
- Create, maintain and regularly update the KCCWG membership database in consultation with the projects officer
- Assist in maintaining records on all project and activity reports in files in accordance policies and procedures
- Produce quarterly newsletter
- Represent KCCWG in meetings and forums
- Carry out any other duties assigned by the projects officer or management Board

Person Specifications

- Degree in Environmental studies, community development, project management or related field
- 3 years experience in project management
- Knowledge of computer operations, Ms office, word, PowerPoint, excel e.t.c
- Excellent data analysis and processing skills e.g. SPSS
- Excellent communication and interpersonal skills
- High sense of initiative and personal motivation
- Ability to work extra hard and deliver results

Must demonstrate the following competencies

- Pro activity



- Interpersonal Skills
- Operational skills
- Team Player skills
- Communication Skills
- Good Donor Report Writing Skills

Application Process

To apply, send your CV and a short supporting statement (max. of 400 words) outlining your suitability for this role and why this role interests you to: recruitments@kccwg.org.

Closing date for applications is Wednesday, 8th May, 2019 (11.59 pm EAT).