



Position: Projects Associate

Reporting to: Project Manager

Ref: YAK/2017/001

Youth Alive! Kenya (YAK) is a Non-Governmental Organization (NGO) that advocates for and support youth as well as women's participation in decision making and development processes. The organization was formally registered as a national NGO in December 2003. YAK envisions "A society in which youth and society take active responsibility for their lives to shape their destiny and communities".

Youth Alive! Kenya (YAK) implements a range of projects in four thematic areas, namely, health, democracy and governance, human rights and livelihoods. In fulfillment of our strategic obligations, YAK seeks to recruit a suitable person to join our dedicated and impressive team for the position of Projects Associate.

The person will be instrumental in implementing a number of project funded by different donors. However, s/he will have major role in Wezesha Jamii project implemented in five informal settlements in Nairobi City County, i.e. Mukuru, Kibera, Korogocho, Mathare, Kawangware. S/he will coordinate projects activities and will be responsible for managing day to day implementation of the activities as per the approved proposal, collating project reports in a manner that provide linkages with other activities implemented by YAK and ensure integration into the entire strategy, organize and participate in advocacy related meetings with relevant stakeholders especially from National Government, County Government(s), local pension and health schemes institutions, prepare timely project reports, and participate in partners meetings.

Specific Duties and Responsibilities

- Ensure successful implementation of the activities to achieve the projects objectives.
- Provide leadership in all the advocacy activities with both health and pension scheme service providers and other relevant institutions.
- Support in developing strategic partnerships with relevant government agencies, not-for profit organizations, private sector agencies and trade unions to enhance responsive health and pension services for the project's target groups.
- Support in research activities that would inform policy advocacy for responsive health and pension schemes to the informal economy workers in Kenya.
- Provide effective management, coordination as well as technical advice to all project field team and other staff in handling various components of the project(s).
- Continuously monitor progress in implementation of the actions against set milestones to ensure that the project(s) are on track and documented properly in line with work-plan.

- Ensure all projects are documented to meet the required quality and compile and share timely and quality reports.
- Coordinate all the stages of other YAK's projects (programme development, planning, fundraising, implementing, monitoring and evaluation).
- Implement budget controls on the programme ensuring accurate costing and efficient and effective programme expenditure against the agreed budgets.

Desired Skills & Qualifications

- Must be a holder of at least Bachelors degree in law, social sciences, project management or other related fields from a reputable university
- Must have at least 3 years experience working in a non-profit organization and overseeing the implementation of projects with strong emphasis on advocacy at the national and county levels.
- Must have basic research skills and policy influencing processes in legislations
- Must have strength in working in the informal sector and settlements, especially on issues of social security and safety nets
- Have knowledge in organizing and working with community organization networks
- Must have excellent interpersonal, communication and writing skills with fluency in English and Swahili;
- Must be a team player with the ability to work with diverse stakeholders to achieve high goals in a fast paced and culturally diverse environment.

If you believe you merit our consideration, please email us your letter of application alongside a detailed Curriculum Vitae with three referees, current and expected salary, email and daytime telephone contacts to be received by the close of business on the **17th November 2017** to hr@youthalivekenya.org with the Position and reference number as the email subject for your application. YAK is an equal opportunity employer; **female candidates are highly encouraged to apply**