



Short Term Contract

Position: Project Associate

Reporting to: Project Manager

Ref: YAK/2018/002

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) has joined the Wezesha Jamii project, which is funded by the European and implemented by Oxfam with National Organization of Peer Educators and SITE Enterprise Promotion as part of the implementing organization. The project aims to contribute towards achieving secure and productive lives of vulnerable population dependent on the informal economy in Nairobi Urban especially Mukuru, Kibera, Korogocho, Mathare, Kawangware. In fulfillment of our obligations under this partnership, YAK seeks to recruit a suitable person to join our dedicated and impressive team for the position of Project Associate. S/he will be responsible for coordination of project activities in three settlements (Mukuru, Korogocho and Mathare), managing day to day implementation of the activities as per the approved proposal and work plan, organizing and participating in advocacy meetings, preparation of the project reports, participating in partners meetings, organizing for mobilization and sensitization events, and linkages of women with respective health and pension schemes.

Specific Duties and Responsibilities

- Ensure proper and effective coordination of community mobilization and awareness of the health, pension schemes and care work
- Leading advocacy with the target women, other women in the target informal settlements, community leaders and men to appreciate the care work within the informal settlements
- Monitor the implementation of the project and provide timely progress in line with the work plans
- Support Project Manager in influencing healthcare and pension scheme providers at the national and county levels with the aim of influencing responsive service to the target women.
- Provide leadership in linking the service providers with the target women to facilitate enrollment into the respective services
- Contribute to fundraising for co-financing of the Wezesha Jamii project

Desired Skills & Qualifications

- Must be a holder of at least Bachelor degree in law, social science, project management or other related fields from a reputable university
- Must have at least 3 years experience working in a non-profit and overseeing the implementation of health and livelihood project
- Must have basic research skills and influencing processes in legislation
- Must have strength in working in the informal sector informal settlement, especially on issues of social security and safety net
- Must have excellent interpersonal, communication and writing skills with fluency in English and Kiswahili

- Must be a team player with the ability to work with others 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 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 1st of June 2018 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. The applicant must be below the age 35 years.**