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**PROGRAM COORDINATOR (1 position)**

***Duty Station:* Nairobi**

***Duration:* (1 Year)**

**About the Centre for the Study of Adolescence (CSA).** CSA is a leading national Organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy, and capacity building. CSA seeks to expand choices and improve access to safe, affordable, and sustainable health information and services. CSA works in partnership with governments, relevant institutions, professionals, and communities to support young people's right to exercise choices, and access to health services, and participate fully in activities that promote their health and general well-being.

Rise Up activates women and girls to transform their lives, families, and communities through investment in local solutions, strengthening leadership, and building movements. Since 2009, Rise Up's powerful network of over 600 leaders has impacted 135 million people in Africa, Latin America, South Asia, and the US. Rise Up's work advances social justice, education, equity, and opportunity for girls and women around the world. This exciting initiative is enabling local visionary leaders to strengthen their organizations, lead change in their communities, and advance national level impact through improved policies, programs, and funding for women and girls. Rise Up, with funding from Echidna Giving, plans to expand their work in Kenya in 2023.

**Responsibilities of the job:**

i. Project Coordination

- Coordinate, monitor and evaluate in country programming throughout the duration of the project.
- Liaise and collaborate with local and national partner organizations throughout the project as needed.
- Create a matrix of local civil society and nonprofit organizations in the country working on program specific issues in collaboration with key members of the Rise Up Programs team.
- Coordinate participant outreach, co-interview and help select local civil society and nonprofit leaders from selected areas in country as part of new Rise Up cohorts
- Coordinate Rise Up team travel to the country for workshops and events.
- Provide general administrative support to the project.

- Maintain regular communication via email, WhatsApp, and weekly zoom calls with Rise Up Team members.
  - Communicate frequently with fellows from current and previous cohorts to maintain an updated network of participants contact information.
  - Chaperone adolescent girls and young women as needed and implement Rise Up's Child Protection Policy as the focal point for Rise Up in the country.
- ii. Workshop coordination, Organising all training logistics including obtaining quotes and securing training sites, identifying and coordinating local facilitators (as needed),
- iii. General technical assistance, Work with the Rise Up team to communicate with potential and selected leaders, including answering questions about Rise Up program,
- iv. Technical assistance in grantmaking, Support grantee organizations as they complete grantmaking documentation, fill out forms and submit other required due diligence documents and information.
- v. External relations, Represent Rise Up in local media (including radio, TV and/or print media) and national events as needed.
- vi. Financial management and administration, Assist with a variety of tasks, including document review, email correspondence, office management, archives, copies, fax, billing, and tracking expenses.
- vii. Monitoring and Evaluation, Gather and compile information on Rise Up leaders' work in the country, including on public events and information, dissemination of learning from Rise Up Accelerator with peers and network, and monitor implementation of grantee projects, as needed.

### **Desired Qualifications**

A minimum of 3-5 years of professional experience working with a non-profit organization (international non-profit experience preferred.)

- Currently located in Kenya.
- Demonstrable experience in managing and coordinating projects independently.
- Strong understanding of grassroots gender equality and women and girl issues in Kenya and working relationships with key stakeholders and partners working on gender equity issues in Kenya.
- Experience participating or leading advocacy campaigns, social mobilization, or decision maker education.
- Excellent interpersonal communications skills, with the ability to work in partnership with other organizations.
- Ability to work independently and maintain regular communication with an international team.
- Strong project coordination and organizational skills, with the ability to excel in a fast-paced environment.
- Familiarity with data management
- Strong administrative, financial reconciliation and financial tracking skills

- Experience using web-based tools for communication and social media channels.
- Willingness and ability to travel locally up to 20% of the time.
- Flexible schedule, allowing for heavier periods of work when needed.
- Ability and willingness to travel internationally as needed.
- High proficiency with MS office products (Word, Excel, PowerPoint, and Outlook), experience with Salesforce or other CRM
- Fluency and proficiency in English is required.

Education: Bachelor's Degree in a related field or substitute with four additional years of relevant experience.

### **How to apply**

Please send your **CV** and a **short letter of motivation** to demonstrate how your experience matches the skills set out above to the **Administrative Manager**, [jobs@csakenya.org](mailto:jobs@csakenya.org)

The deadline for applications is **5 pm (EST) Friday 28<sup>th</sup> April 2023**.

Only Shortlisted candidates will be contacted. CSA strives to support a gender-equal and all-inclusive work environment.