



## ONLINE APPLICATIONS ONLY

### **Job Title: Project Assistant – Youth Empowerment Project**

**Program:** Lake Region Youth Empowerment Project

**Location:** Kuria East- Migori County

**Reporting to:** Program Manager

**Duration:** 1 year with possibility of renewal

### **Background/General Description:**

Undugu Society of Kenya (Undugu) is a non-governmental organization that works towards the empowerment of children living and working on the streets, vulnerable youths and poor marginalized rural and urban communities. Undugu achieves this through capacity building, access to education and training, lobbying and advocacy and creation of relevant and strategic linkages aimed at reducing poverty. Undugu's vision is "***A just society where children and youth live a decent life***". USK is implementing programs in Kisumu, Machakos, Homabay , Migori and Nairobi Counties.

USK is looking for a highly qualified candidate to fill the position of Project Assistant-Youth Empowerment to closely work with youth and youth led groups in a youth centered empowerment project in Kuria East Sub County In Migori County. The project goal is to ensure effective youth engagement on social, economic and political affairs in Migori, Homabay, Kisumu, Siaya, Nyamira and Kisii Counties. The project impact is geared towards more accountability in the management of Goods and Services in Lake Region Economic Block.

This position holder will work closely with the youth champions, youth groups and county and national government partners and other relevant community structures under close supervision of the Program Manager.

### **Specific Responsibilities:**

1. Support in the planning and implementation Youth Empowerment project activities including preparation of project work plans
2. Provide technical support in the implementation of Youth Empowerment project specific activities as drawn out in the annual plans and implementation of Lake Region Youth Empowerment Project activities
3. Mobilize the community to ensure active participation in Youth Empowerment project activities
4. Facilitate mobilization of youth in selected wards, locations and sub-locations to work to join youth empowerment projects activities
5. Conducting sensitization and awareness creation activities with youth champions, youth groups and county and national government partners and other relevant community structures follow up of their involvement in Youth Empowerment
6. Support in the supervision of Youth Champions and ToTs in implementation of Youth Empowerment project activities.

7. Maintain regular communication with members of the project management team and other members of the project.
8. Ensure program integration and growth by participating in program meetings and developing new project initiatives.
9. Ensure continuous coordination and monitoring of the program activities.
10. Submit progress reports as per project timetable.
11. Undertakes other duties as may be assigned by the supervisor.

### **Qualification and Competencies:**

- Degree or Diploma in social science, or relevant fields
- In-depth understanding of youth empowerment approaches and concepts
- Previous experience in lobbying and advocacy
- Training and Facilitation skills using Participatory methodologies
- Good time management and organizational skills
- Report writing skills
- Proven experience as a team player
- Experience in an NGO or similar agency will be an added advantage.
- Good coordination, analytical and presentation I skills
- Experience in working with children is essential
- Excellent oral and written communication in English, Swahili and preferably comprehends Kuria dialects
- Competency in the use of Microsoft Office including Word, Excel and Power Point

Undugu Society of Kenya is a Child Focused Organization and the job holder must demonstrate an understanding of the Child and Disability Rights issues in Kenya and commit to USK's Child Protection Policy, beliefs and values. Interested and qualified applicants should submit a cover letter (quoting current and/or expected salary) together with detailed curriculum vitae, copies of academic certificates, names and telephone numbers of three referees to the Human Resource Manager, Undugu Society of Kenya, on email to [hr@undugukenya.org](mailto:hr@undugukenya.org) **by close of business Friday 14th December 2018 (Only soft Copies will be considered) Undugu is an equal opportunity employer and canvassing will lead to automatic disqualification. Only shortlisted applicants will be contacted**