



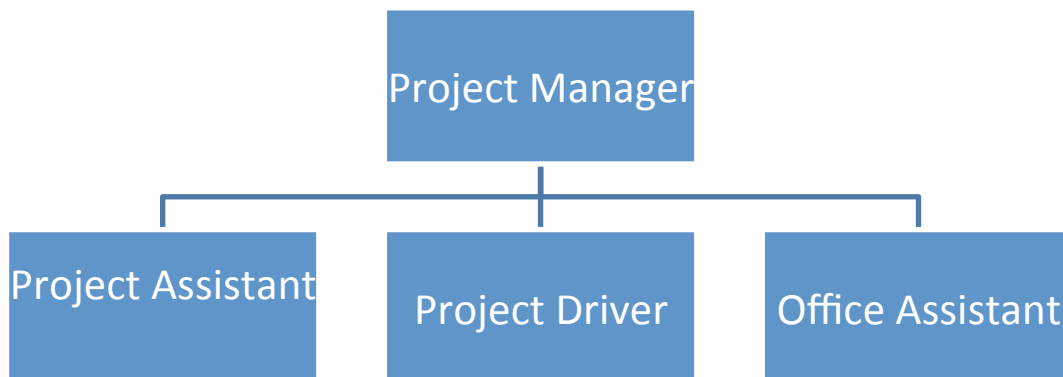
JOB OPENING
Project Assistant
Financial Inclusion Improves Sanitation and Health in Kenya (FINISH INK) Project
REF: Amref/FINISH INK - PA/2017/03-01

1	IDENTIFICATION	
1.1	JOB TITLE JOB GRADE REPORTING TO	Project Assistant Project Manager
1.2	DEPARTMENT/PROGRAM/PROJECT	Financial Inclusion Improves Sanitation and Health in Kenya (FINISH INK) Project
1.3	PHYSICAL LOCATION	Busia

2 MAIN PURPOSE OF JOB:

To provide technical expertise and support for activities and implementation FINISH INK Project

3 REPORTING RELATIONSHIPS



4.2 OTHER RESOURCES

1. Desk top computer
2. Photocopier and printers
3. Modem
4. Office safe
5. Office keys
6. Office file
7. Kitchen cutlery and the associated
8. Any other front desk item

5 PRINCIPAL RESPONSIBILITIES

KEY AREA	ACTIVITIES
Quality & project Performance	<ul style="list-style-type: none"> • Capacity building of relevant partners to implement project activities including CLTS and Sanitation marketing. • Working in conjunction with the relevant government and county departments and other partners to plan and supervise the implementation of the project activities. • Participating in the supply and demand side development and documenting models adoptable by governments for sanitation financing. • Identifying new and existing sanitation enterprises and sanitation business opportunities to a large extent based on initiatives and information ideally from the community • Implementation of the project learning guide and the training roadmap • Engagement with local leaders and the community to obtain buy-in of the project model and concepts • Driving community mobilization and Sensitization in the implementation of WASH activities • -Supervising the office assistant, driver/s and the interns under delegation from the project Manager. • Providing relevant reports as per project and donor requirements.
Administrative	<ul style="list-style-type: none"> • Facilitate timely procurement of goods and services for projects. • Draft monthly budgets and expenditure plans
Monitoring & Evaluation	<ul style="list-style-type: none"> • Prepare timely and quality quantitative and qualitative monthly reports • Follow through key indicators related to financial inclusion and latrine construction
Knowledge Management	<ul style="list-style-type: none"> • Capitalisation of best practices and lessons learnt and developing articles for the SHHIT

7 REQUIRED QUALIFICATIONS

7.1 Education

- Minimum degree in environmental health
- ICT Proficient

7.2 Experience

- 2 years relevant experience

- Minimum 6 months experience in sanitation marketing preferably in an NGO
- Exposure to general programming functions

7.3 Skills

- Excellent organisation and planning skills
- Problem solving skills
- Interpersonal skills

7.4 Competences

- Mature,
- Honesty
- High integrity
- Initiative
- Confidentiality
- Ability to work under minimum supervision
- Reliability

8 Work Environment

- Normal office environment.

8.3 Hours of Work

Jobholder may be required to work outside normal working hours due to the nature of the work in general

If you meet the mandatory requirements outlined above, quote the reference number **Amref/FINISH INK - PA/2017/03-01** on the subject line of your email and send your CV and motivation letter to recruitment@amref.org

We encourage interested candidates to submit their applications by **Friday, 24 March 2017**.