

Assistant Director – Donor Coordinator and Stakeholder Engagement at Nairobi City County Public Service Board

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Job Description

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Our mission is to provide affordable, accessible and sustainable quality services, enhancing community participation and creating a secure climate for political, social and economic development through the commitment of a motivated and dedicated team.

Job Requirements

Be in possession of a Bachelor's Degree in Sociology, Community Development, or a related field from a recognized Institution.

Be in possession of a Diploma in Social Development, Community Development, Project Planning & Management, Social Work, or field in social science from a recognized institution.

Demonstrate understanding in stakeholder engagement, community development, organization, project planning, monitoring & evaluation and conflict resolution.

Over 10 years relevant working experience.

Have skills in report writing, monitoring and evaluation of projects

Have good communication skills.

Have good computer skills.

Job Responsibilities

Assist the Deputy Director in ensuring that core information from Sectors regarding all partnership programs and projects is available and regularly updated.

Assist the Deputy Director in identifying the requirements and legal framework for collecting and conducting baseline data for project monitoring and evaluation.

Assist the Deputy Director in the preparation of consolidated reports for partnership programs and projects, including identification of challenges, causes of potential bottlenecks in projects implementation and providing recommendations.

Assist the Deputy Director in facilitating research and providing recommendations on community development opportunities.

Assist the Deputy Director in ensuring sensitization and involvement of key stakeholders in identification, prioritization, monitoring and evaluation of partnership projects in the county.

Undertake any other duty assigned.

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