

Project Assistant at We World

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); We promote and safeguard the rights to inclusion of women, children and teenagers in Italy and throughout the world, on the basic assumption that the safeguard of women's rights is a mandatory condition to achieve respect of children's rights and, vice versa, the protection of children's rights is most important for the achievement of women's rights.

Scope of the work:

The Project Assistants will have the following duties and responsibilities:

Provide support and participate in planning, budgeting and review of project reports.in compliance with the project design and timetable.

Support the development of work plans and ensure timely and quality implementation and monitoring of project activities to meet deliverables in accordance with standards, timelines, and budget.

Gather data at school and community level and use a dataset to track the changes

Support Monitoring, Evaluation, Accountability and learning (MEAL) through routine, accurate collection and reporting of information on project progress and achievements (including documentation of good practices and lessons learnt for further sharing with donors and other relevant stakeholders)

Ensure constant and good working relationship with the target schools and communities for

proper monitoring and updating of information.

Participate in community mobilization activities while ensuring good working relationship with all relevant stakeholders

Participate in creating and maintaining comprehensive project documentation

Ensure that daily activities of information/data, are carried out according to We World procedures

Provide logistical support for the organization capacity development workshops, meetings and other forums.

Timely preparation and submission of quality reports of all related activities in accordance to donors' requirements

Requirements

Qualifications, Skills and Experience

Degree or Diploma in a relevant discipline e.g. Education, development studies or social studies

Excellent communication (writing and oral) skills and reporting skills in English

Computer skills, in particular good skills in Microsoft Office.

Monitoring and evaluation skills

Demonstrates integrity concerning NGO values and ethical standards

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Professional Experience: at least 3 years of experience working in a similar position with local/international organizations, government or relevant organizations in development projects

Strong problem-solving skills

Assets

Previous experience in gathering and maintaining data in a database

Previous experience in the target region

Previous experience in educational projects and supporting child protection activities

Ability to adapt to changing project priorities that may arise

Ability to communicate in local language

Valid driving licence (type B).

[Apply Now](#)

Cross References and Citations:

1. [Project Assistant at We World Vancouverjobs Jobs Kenya Vancouverjobs](#)
2. [Project Assistant at We World Newyorkjobscareer Jobs Kenya Newyorkjobscareer](#)
3. [Project Assistant at We World Shenzhenjobs Jobs Kenya Shenzhenjobs](#)
4. [Project Assistant at We World Findwordpressjobs Jobs Kenya Findwordpressjobs](#)
5. [Project Assistant at We World Enforcementjobs Jobs Kenya Enforcementjobs](#)
6. [Project Assistant at We World Searchlondonjobs Jobs Kenya Searchlondonjobs](#)
7. [Project Assistant at We World Schoolcounselorjobs Jobs Kenya Schoolcounselorjobs](#)
8. [Project Assistant at We World Newzealandjobs Jobs Kenya Newzealandjobs](#)
9. [Project Assistant at We World Jobspro Jobs Kenya Jobspro](#)
10. [Project Assistant at We World Washingtondcjobs Jobs Kenya Washingtondcjobs](#)
11. [Project Assistant at We World Braziljobs Jobs Kenya Braziljobs](#)
12. [Project Assistant at We World Kualalumpurjobs Jobs Kenya Kualalumpurjobs](#)
13. [Project Assistant at We World Searchamericanjobs Jobs Kenya Searchamericanjobs](#)
14. [Project Assistant at We World Searchamericanjobs Jobs Kenya Searchamericanjobs](#)
15. [Project Assistant at We World Bouncerjobs Jobs Kenya Bouncerjobs](#)
16. [Project Assistant at We World Realestatejobsnearme Jobs Kenya](#)

