

Project Coordinator, CREST

[Apply Now](#)

Company: International Rescue Committee

Location: Nairobi

Category: other-general

Requisition ID: req49635

Job Title: Project Coordinator, CREST

Sector: Education

Employment Category: Fixed Term

Employment Type: Full-Time

Open to Expatriates: No

Location: Nairobi, IHUB, Kenya

Work Arrangement: Hybrid

Job Description

Since 1992, the IRC has provided life-saving services to refugees and vulnerable local communities in Kenya. Currently, the IRC works in two refugee camps, Dadaab and Kakuma, in northern Kenya. The IRC also supports communities in Turkana County, as well as in Kenya's capital, Nairobi. Through a variety of upcoming programming, the IRC will soon begin addressing effects of climate change in Kenya as well. Extreme weather events linked to climate change are increasing in frequency and severity. Disasters, shocks, and natural hazards linked to climate change—including droughts, extreme heat, floods and landslides—are estimated to disrupt the education of nearly 40 million children per year globally, many of whom already live in crisis-affected settings and face compounded challenges to completing basic education. In 2022, prolonged periods of drought in East Africa are estimated to have caused million children to drop out of school in Ethiopia, Kenya, and Somalia, with another 4 million children at risk of joining the out-of-school ranks,

according to UNICEF. When schools close due to climate-related shocks or stressors, it has detrimental effects on learning and earning, increasing the risk of dropout and repetition and affecting disadvantaged students - including girls -- the IRC recently established a 30-month, £3 million partnership with the Foreign, Commonwealth and Development Office (FCDO) to help reduce the impact of climate-related disruptions to schools, students and communities. The Climate Resilient Education Systems Trial (CREST) will use community-driven approaches, combined with innovative finance to ensure that support reaches schools and families when and where it is needed when a climate-related crisis hits. The trial will help to build an evidence base that can be scaled in countries that are at a greater risk of climate disasters, to improve the resilience of schools and education systems and support children to

IRC is seeking a Project Coordinator to provide holistic process support to the CREST project. The role will support all project management elements of this project by managing key initiatives and designing tools and templates to improve, optimize and streamline the effectiveness and efficiency of this work. Due to the project structure, the Coordinator role will be expected to support other roving projects throughout the life of for this position is contingent on final project approval. **Key Responsibilities:** This position will work directly under the guidance of the Project Director for CREST and work in partnership to align on the responsibilities listed below. As the CREST project is based on the necessity of awaiting climate triggers, the Project Coordinator's work may include roving support to projects outside of CREST. The Coordinator will be required to pivot rapidly back to CREST when climate triggers are met to launch the education response. The design of this roving mechanism will be developed between the CREST Coordinator, Director and the Education Technical Unit.

Project Management

- Responsible for the operational success of the project, which requires acute knowledge of project trigger mechanisms and project plans as well as a long-term vision of the project aims and vision.
- Collate inputs from all relevant stakeholders and support the Project Director and discerning what opportunities and gaps are present to finalize the project design.
- Lead in the development of the program's rapid response mechanism and oversee its smooth deployment, which will require working across technical and operational sectors, such as supply chain and finance.
- Coordinate programming across multiple locations, ensuring consistency while also adapting to the unique needs of each locale.
- Work with partners to track long-range and short-term forecasts in order to prepare for a potential response.
- Support the project teams in developing, managing and implementing key project management tools, such as workplans,

spending plans, procurement plans, etc. • Ensure operational learnings are captured and implemented into updated program designs. **Project Operations**Track project progress against high-level and detailed workplans and budget, working closely with implementing teams to meet programmatic, timeline and financial expectations. • Prepare regular situational updates for project leadership on the status, challenges, and risks throughout the project. • Coordinate with the grants and donor-facing teams to ensure reports and donor communications are comprehensive and compliant to donor and IRC expectations. • Maintain strong relationships with project partners and vendors, managing vendor and consultant contracts and commitments. • Develop a knowledge management system for the CREST project that documents and stores all elements of the project in a standardized, easy-to-use way. **Preferred Qualifications and Skills**:At least 5 years of project management experience in high complexity, multi-sectoral programming. •Experience in cross-sectoral cash deployment, disaster risk finance, or climate effects on education in Kenya highly preferred. •Exceptional advance planning and organizational skills. Able to effectively prioritize and follow multiple activities and deadlines simultaneously in a fast-paced and sometimes ambiguous environment. •Analytical, strategic, and proactive in developing creative, innovative solutions to complex challenges. •Fluency in English (written and spoken) is essential, with demonstrated exceptionally strong writing and presentation, communication and representation skills. •Ability to navigate interpersonal and inter-departmental organizational and personnel dynamics to keep focus on goals and products. •Flexible to adapt to changing requirements while also holding a firm sense of project needs and values. •Must be able to work independently while being a team player with strong cross-cultural communication skills and sensitivity to interpersonal differences and a range of viewpoints. •Strong commitment to the IRC's mission, purpose and values. **Working Environment**:The position is based in Nairobi, with expected travel to all project locations on a regular basis. **Key Working Relationships**:**Supervisor**: Project Director, CREST •**Directly supervises**: n/a•**In coordination with** implementation and content creation teamsApplicants must have the right to work in Kenya.#LI-FC1#LI-HYBRID

[Apply Now](#)

Cross References and Citations:

1. Project Coordinator, CREST [Barcelonajobs Jobs NairobiBarcelonajobs ↗](#)
2. Project Coordinator, CREST [Berlinjobsearch Jobs NairobiBerlinjobsearch ↗](#)
3. Project Coordinator, CREST [Searchcanadajobs Jobs NairobiSearchcanadajobs ↗](#)
4. Project Coordinator, CREST [Thechatgptjobs Jobs NairobiThechatgptjobs ↗](#)
5. Project Coordinator, CREST [Searchukjobs Jobs NairobiSearchukjobs ↗](#)
6. Project Coordinator, CREST [Supplychainjobs Jobs NairobiSupplychainjobs ↗](#)
7. Project Coordinator, CREST [Teacherjobsnearme Jobs NairobiTeacherjobsnearme ↗](#)
8. Project Coordinator, CREST [Seekingjobs Jobs NairobiSeekingjobs ↗](#)
9. Project Coordinator, CREST [Hyderabadjobs Jobs NairobiHyderabadjobs ↗](#)
10. Project Coordinator, CREST [Interiordesignjobs Jobs NairobiInteriordesignjobs ↗](#)
11. Project Coordinator, CREST [Nzjobscentral Jobs NairobiNzjobscentral ↗](#)
12. Project Coordinator, CREST [Algeriajobs Jobs NairobiAlgeriajobs ↗](#)
13. Project Coordinator, CREST [Anyeventhire Jobs NairobiAnyeventhire ↗](#)
14. Project Coordinator, CREST [Berlinjobsearch Jobs NairobiBerlinjobsearch ↗](#)
15. Project Coordinator, CREST [Psychologistjobs Jobs NairobiPsychologistjobs ↗](#)
16. Project Coordinator, CREST [Pilotjobsnearme Jobs NairobiPilotjobsnearme ↗](#)
17. Project Coordinator, CREST [Accountantjobs Jobs NairobiAccountantjobs ↗](#)
18. Project Coordinator, CREST [Hongkongjobs Jobs NairobiHongkongjobs ↗](#)
19. Project coordinator, crest [Jobs Nairobi ↗](#)
20. AMP Version of Project coordinator, crest [↗](#)
21. Project coordinator, crest [Nairobi Jobs ↗](#)
22. Project coordinator, crest [Jobs Nairobi ↗](#)
23. Project coordinator, crest [Job Search ↗](#)
24. Project coordinator, crest [Search ↗](#)
25. Project coordinator, crest [Find Jobs ↗](#)

Source <https://ke.expertini.com/jobs/job/project-coordinator-crest-nairobi-international-rescue-f3f47b81fe/>

