

## Project Coordinator, STEEP at CAP Youth Empowerment Institute Kenya

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### Job Description

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CAP-Youth Empowerment Institute Kenya (YEI) is a non government organization started in committed, to train youth out of school in job entry level skills. This training is operationalized using the Basic Employability Skills Training (BEST) model.

### What You Will Do:

CAPYEI is seeking a Project Coordinator for its project in Kenya. Reporting to the Operations Manager, the Project Coordinator will be based in Kisumu, Kenya. He/she will be responsible for the implementation of activities on the field and provide local contextual technical advice to all project participants.

The position provides oversight and accountability of project operations and knowledge of the TVET sector and basic education in Kenya. It requires the ability to perform a variety of complex tasks, including project management, human resource management, and related tasks in a fast-paced international office.

### Project management and implementation (30% )

Oversee day-to-day implementation of STEEP project activities

Lead the delivery and achievement of objectives by working with and supporting STEEP program staff

Provide other facilitation support required for smooth implementation of the project

Manage project centres and staff

### **Outreach and resource mobilization (25%)**

Identify and mobilize resources based on project activity needs

Coordinate with subject matter experts on the delivery of project goals and activities

### **Reporting, knowledge management, and communication (25%)**

Participate and support the monitoring and evaluation of the project activities

Collate all submitted data and information from secondary schools and CAPYEI run centres

Prepare and submit quarterly programmatic reports in compliance with funder templates and guidelines

Support the documentation process in compliance with funder guidelines

### **Project coordination and partnership management (20%)**

Participate fully as a member in the Project Management Unit

Serve as the focal point in the Project Management Unit on Kenya Project Operations

Serve as the main point of contact for all secondary schools and VTCs participating in STEEP

## **Requirements**

### **Education and Experience**

A minimum of degree in Project management, Business related course, community development, political science or education related course

Over 4 (four) years lead role experience in project management.

### **Essential Requirements & Background:**

Minimum of 3 years demonstrated experience in social work, education, human rights, social/political sciences, international development, or related fields

Demonstrated knowledge of the education sector with particular emphasis on competency-based education

Experience working with government agencies, international organizations, and the

education system

## Language Requirements

Fluency in written and spoken English is essential

Fluency in spoken Swahili is essential

Other major languages spoken in Kenya is desirable

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