



Call for Applications

Position: Project Officer

Duration: March 2022-Septemeber 2022

Location: Save Lamu Office, Lamu County

Who is Save Lamu?

Save Lamu is a community-based organization whose mission is to engage communities and stakeholders to ensure participatory decision-making to achieve sustainable and responsible development and preserve the environmental, social, and cultural integrity of the Lamu Community. Save Lamu is a registered community-based organization (CBO) which is formed out of a coalition of over 30 local and national organizations.

The objectives of Save Lamu are to:

- Raise awareness on the environmental, social, and political challenges facing the peoples and environs of Lamu.
- Document and raise awareness on community knowledge, practices and rights over communally managed lands.
- Foster sustainable and responsible development and use of natural resources.
- Preserve the cultural and social identity of the marginalized indigenous communities in Lamu.
- Advocate and lobby for the recognition of the communities' natural resource rights.
- Build capacity for the local community in natural resource rights advocacy.
- Enhance partnerships between local, multinational, and national groups to carry out any of the above objectives.

What are we looking for?

Save Lamu is looking for a project officer who will provide support to the HIVOS VCA Project in implementing of program activities, knowledge management, program documentation and communication. The officer will require to provide regular updates of programme data base, preparing reports, content development to show-case change as a result of work, with, and provide administrative support to the development of program reports.

Specific duties and Responsibilities

- Maintain an up to date database and records on programme activities by ensuring proper filing system (server and hard copies) and regular reporting on the same.
- Maintain a calendar of key deliverable, meetings and project visits to support the programme team work plan.
- Liaise with the coordinator in documenting impact stories as a result of Save Lamu awareness creation; and increase in project visibility.
- Provide administrative support to the programme teams during programme reporting by preparing data/material needed for routine reporting internally and externally.
- Act as the focal person in coordinating OF VCA events and activities .

Minimum qualifications and skills

- Diploma or Degree from a recognized institution
- Excellent knowledge of spoken and written English and Kiswahili;
- Good knowledge of Word, Excel and Powerpoint and Internet use.
- Strong oral and written communication skills
- Professionalism, strong work ethic, and personal initiative
- Critical and analytical thinking;
- 3 years experience in implementing projects in CBOs, NGOs
- Willingness and ability to travel often;

Youth (aged under 35) and Female applicants will be given preference.

Application process:

Deadline: 20th February, 2022, 23:59 East Africa Time

Please email your application to: Save Lamu (savelamu@gmail.com) with the job title in the subject line. Include a motivation letter that indicates why you feel you are the best candidate for this position, along with a detailed CV with three references.

Please ensure that your application as a whole speaks to the required skills and experience and desirable traits and attributes listed above.

Only shortlisted candidates will be contacted.

Best of luck!

Save Lamu Team