

VACANCY ANNOUNCEMENT

Position: Project Officer

Reporting to: Programmes Manager

Job Location: Mombasa

Duration: 12 Months (Renewable)

Haki Centre is a registered Non-governmental human rights organization working within the Coast region of Kenya to promote social justice through human rights education & advocacy, peacebuilding, and legal empowerment focused on citizenship rights. Our vision is to create an empowered peaceful society that upholds human rights.

THE POSITION

Haki Centre is actively looking for a committed, talented and highly motivated individual to fill the challenging but exciting position of **Project Officer** for our Citizenship Rights Project. Reporting to the Programmes Manager, the position holder will be responsible for steering the project towards the achievement of our ambitious goal of ensuring equal, full citizenship rights and an end to statelessness in Kenya within the next 5 years. He/she will be expected to work closely with community paralegals in Mombasa, Kwale, and Kilifi counties to provide legal empowerment and community skills building focused on community-led advocacy action and movement building.

ROLES AND RESPONSIBILITIES

- Mentor and supervise paralegals and ensure that paralegals and community ambassadors are well equipped to conduct community outreach activities and client casework.
- Ensure that casework focuses on legal empowerment and quality of paralegal-client interaction while also keeping a keen eye on set performance targets.
- Work with paralegals and community ambassadors to design and implement community-led advocacy interventions for equal nationality rights.
- Work with and support civil registration centres in Kwale, Kilifi, and Mombasa Counties to promote universal access to birth registration services to prevent childhood statelessness.
- Ensure effective and timely implementation of all project activities (adherence to the project work plans and SOPs) and quality reporting.
- Ensure effective and timely communication with project partners, supervisors and paralegals.
- Document project impacts, lessons, challenges and opportunities and assist the PM in reviewing and redesigning intervention to respond to evolving needs of persons of concern.
- Establish and strengthen project-relevant partnerships and identify opportunities to collaborate with other actors.
- Conduct project needs assessment and support fundraising efforts through writing project proposals.
- Schedule and conduct project- update and performance review meetings.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Undergraduate degree in Social Work, development studies, Law or related field.
- At least 2 years of experience working as a project officer.
- Demonstrated ability to conceptualise, design and implement projects.
- Good understanding of citizenship and registration laws and legal identity issues in Kenya.
- Excellent verbal and written communication skills, including public speaking and presentation skills.
- Excellent organizational, analytical and problem-solving skills.
- Proficiency in Word, Ms Excel, and PowerPoint.
- Ability to write technical project reports and project proposals.
- Ability to work effectively as a team member and independently.
- Demonstrated ability to effectively interact with community, partner organizations, and government officials.
- Experience in legal empowerment is desirable but not mandatory.

If you believe you are the person we are looking for, kindly send your cover letter and an updated CV to jobs@hakicentre.org using "Application for Project Officer" as your subject line. You can also drop your application at our offices in Tudor- Msaada Avenue off Tom Mboya Road, opposite Taiba Apartments. All applications must be submitted by 30th September 2022.

Note to all Applicants

Haki Centre has zero tolerance for Sexual Exploitation and Abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the PSEA Code of Conduct and child safeguarding policy at all times (both during work hours and outside work hours). Familiarization with and adherence to PSEA policy is an essential requirement of all staff, in addition to related mandatory training.

As part of your application, please include a self-declaration confirming that you have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA.