



P.O. BOX 696- 20500, Narok, Kenya

TEL: +254 709 750 533 | infokenya@asanteafrica.org | www.asanteafrica.org

PROJECT ASSISTANT – TURKANA SOUTH

Asante Africa Foundation – Kenya (AAF-KE) is a non-profit organization based in Narok. **Our mission is to educate and empower the next generation of change agents whose dreams and actions transform the future for Africa and the world.** Asante Africa Foundation believes in the power of knowledge as a catalyst to help young people create a future where they can live their potential. Our work addresses the root causes of why children are not in school and paves the way for success in the classroom and beyond. Our programs are built upon three key pillars: create Access to Education, enhance Learning in the Classroom, and prepare youth for Life Beyond the Classroom.

Job Title	Project Assistant
Position Reports to	Youth Livelihoods Program Manager/ Program Manager Turkana
Position supervises	None
Works Directly with	Schools, Teachers, MoE
Duration	1 year with possibility of extension based on performance and availability of funds

Purpose of the Job

To coordinate development and implementation of AAF- After School Club (ASC) project activities in 6 schools in Turkana. This project will leverage 6 secondary schools from Turkana South: **Uhuru Girls’, RCEA Lokori Boys’, AIC Kangiti, RCEA Day Mixed, Katilu Secondary Schools, Kainuk Mixed and AGC Lokichar.**

Duties and Responsibilities

- Ensure adequate delivery of the curriculum in all the partner schools.
- Oversee quality and effectiveness of project activities by visiting at least 1 school per week.

Job Vacancy

- Conduct field monitoring visits to the 6 schools and facilitation of visiting delegations/donors as per the design and guidelines in full compliance with MoE, other relevant partnership.
- Ensure the project achieves ASC expected outcomes in line with the organization's framework, project design and AAF's strategic priorities.
- Keep available up-to-date program information and reports prepared and shared at the end of every month.
- Ensure safety of all assets given to the school by AAF.
- In coordination with Youth Livelihoods Manager, develop and maintain pro-active relationships with representatives of the County and other agencies.
- Any other program related activity that AAF may request from time to time.

Qualifications

- Candidate with experience in youth empowerment will be highly considered.
- Form 4 graduate with a minimum C-.
- At least One (1-2) years' experience in youth.
- Must have passion working with young people.
- Ability to meet deadlines and handle diverse tasks simultaneously using prioritization.
- Strong oral and written communication skills.
- Excellent presentation skills.
- Networking skills a must.
- Highly flexible

Interested candidates should send their CV, cover letter and contacts of three referees to infokenya@asanteafrica.org before 15th January 2019.

*AAF is an equal opportunity employer. Suitably qualified youth under the age of **30** residing in Turkana, with relevant skills and experience, are particularly encouraged to apply. Only shortlisted candidates will be contacted.*