



# Job Announcement

GNI is an international humanitarian and development NGO established in 1991 in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in sectors of education, health, water and sanitation, advocacy, child rights protection, income generation, environment and climate change, disasters, and emergency relief.

GN Kenya is seeking ***transparent, passionate and qualified*** candidate to fill the position of ***PROJECT COORDINATOR for “An Income Generation Project Strengthening the Cooperative Management System in Embu County, Kenya.”***

**Location:** Head Office (Ruiru, Kiambu County) with frequent travel to project sites and other locations as required

**Employee Terms:** Fixed Term contract

One year with possibility of extension subject to performance.

---

## Key Responsibilities

- Manage and coordinate the project implementation in collaboration with project partners and stakeholders.
- Coordinate with field staff, project partners, and other stakeholders to ensure the timely and effective implementation of project activities.
- Manage project budgets and resources and ensure effective use of funds.
- Input and manage daily financial data, including expenditure sheets, income statement, bank statement, and transaction in collaboration with KGN Finance Department.
- Monitor project progress and evaluate project outcomes against set targets.
- Ensure compliance with project requirements and regulations, including donor requirements.
- Prepare and submit reports in Korean to the international headquarters and the donor Korea International Cooperation Agency (KOICA) twice a year.

## Qualifications and Skills

- At least a Bachelor's degree in a relevant field such as Agriculture, Agricultural Economics, Development, or Social Economics Studies. A Master's degree is an added advantage.

- At least 3 years of relevant experience in project management, including experience in managing agricultural development projects.
- Proven experience in managing budgets, project planning, and reporting.
- Experience in working with coffee farmers and knowledge of coffee value chain development is highly desirable.
- Strong leadership and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Excellent communication skills, both oral and written, in English. Fluency in Korean is an advantage.
- Strong analytical skills and attention to details.
- Demonstrated ability to work under pressure and meet deadlines.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **by 9<sup>th</sup> February 2024** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

---

*End of document*