

OGIEK PEOPLES'

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DEVELOPMENT PROGRAM(OPDP)

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Ref: Ref /Internship

Date:16-11-2020

Internship Opportunity /Project assistant intern

About OPDP

OPDP is an NGO in Kenya working towards community empowerment. It strives to promote and advocate for the participation, self-determination and improved human through enhanced inclusivity and of equal opportunity in the economic, social, cultural, and political spheres.

Purpose of the position

OPDP is looking for a Programme Assistant to join our dynamic team. The holder of this position will be crucial in providing support across all the key programme planning, management, and reporting processes.

The position has no direct accountability for any function but plays a crucial supportive role in ensuring timely and effective delivery of results.

This position will report directly to the Programme Officer at OPDP.

Duties and responsibilities

- Provide support in programme planning and design, including in conducting assessments, stakeholder engagements and mapping, preparation of project proposals, and review of relevant documentation to ensure full compliance with funding partners.
- Support in preparation of detailed programme and project workplans by respective programme team members.
- Prepare and regularly update the programme calendar, ensuring that all key deliverables are on course and that necessary follow up actions are taken.
- Participate and assist in documentation of quarterly programme review meetings, dissemination of the minutes, and tracking of the key recommendations and actions.
- Participate in the periodic M&E review meetings to assess progress in the achievement of key programme/project targets.
- Assist in the development of project reports on a monthly basis for sharing with donors.
- Represent the OPDP in external forums with key collaborating partners.

Qualification specification

- A Bachelor's degree in project management, sociology, anthropology, or any other social sciences.
- Excellent communication and writing skills, including experience of working effectively across cultures and with diverse audiences.
- A team player with excellent organisational skills, who can also work independently and prioritise own workload.
- Excellent report writing skills.
- Proficient in Microsoft programmes such as Word, Excel and PowerPoint.

NB the intern should be in a position to take up the job immediately.

The internship will be paid a stipend of Ksh 25,000

Apply by emailing your CV and cover letter to OPDP-HR@ogiekpeoples.org with the subject header 'Project Assistant intern' by December 28th,2020.