

01 Introduction Wasafiri

We help leaders, organisations and communities drive systems change

We are a **global systems change consultancy and institute** helping tackle some of the world's most complex problems. From our offices in Kenya, UK and the USA, we bring a global track record helping drive change on the systems related to food and livelihoods, environmental sustainability, inclusion and peace. Together, we're helping build a more peaceful, equitable and sustainable world.

A decade of impact

We work with respected leaders and institutions spanning the **development, government and private sectors** to drive impact at scale. For instance, we've partnered with the World Economic Forum to unlock inclusive private sector investment across Africa, worked with Yara to incubate the leading youth agripreneurship initiative on the continent, helped the UK's National Grid devise its Net Zero Carbon Strategy, and partnered with FCDO to counter the threat of violent extremism across East Africa.

Catalysts for collective action

Our **expertise** lies in unlocking **new insight, ideas and partnerships to drive collective action**. Our services are designed to catalyse change on all levels; by equipping leaders, strengthening organisations and building communities of action. Powering this is Systemcraft; our framework for pioneering powerful new pathways to systems change.



A different way of doing business

Wasafiri, means “travellers” in Swahili, and was inspired by the phrase, “Traveller, there is no path: we make the path as we walk together.” This captures the spirit of how we work; as **purpose-driven adviser, partner and collaborator**. We're a B-Corporation, an employer of choice, and proud to have been honoured as a ‘Best for the World Company’ for helping tackle deep problems such as poverty, insecurity and inequality.

Wasafiri helped establish the cross-sector collaboration that is now improving Africa's agricultural economies.

Boaz Keizire - Head of Policy, Alliance for a Green Revolution in Africa.

We have enjoyed working with Wasafiri immensely. We were impressed by your professionalism, knowledge and communication throughout.

Dr Krista Singleton-Cabbage - Deputy Leader, Global Food Practice, WWF International

02 About the role: Project Officer

We are looking to engage a highly energetic, proactive and professional Project Officer (PO) to play a varied project and operational support role within our operations team.

The Project Officer (PO) will be dedicated to supporting one or more projects, providing operational planning, logistics and administrative support to all aspects of the project cycle (identification, proposal development, teaming, implementation and close-down). The ideal candidate's key qualities include attention to detail, organisational skills, proactivity, independence, problem-solving skills, communication skills, adaptability, and fluency in verbal and written English.

The role description is provided below.

Project delivery support (75%)

The Project Officer will work principally to ensure the smooth running of a range of projects by providing support to all aspects of delivery. The number of projects being supported varies in number, size, technical focus, and geography. Tasks may include:

- **Project planning:** Maintain a detailed overview of all planned and live project work, timelines and milestones. Coordinate plans across large and decentralised teams.
- **Financial management:** Support the financial administration of projects, including managing invoicing processes, expense reconciliation and budget management and reporting.
- **Procurement planning:** Oversee project-level procurement planning. Ensure all procurements follow internal policies and comply with relevant client regulations.
- **Meetings and events:** Support scheduling and logistical arrangements for engagement and major events with project stakeholders, across the projects' areas of operation.
- **Support consultant management:** Manage consultant contracts, track delivery time and collate timesheets across projects. Liaise with consultants and clients to prepare and process timesheets and invoices.
- **Travel support:** Ensuring the smooth deployment of staff, consultants and resources through the procurement of flights, visas, letters of entry, consultant deployment checklists, and movement of funds.
- **Duty of care:** Provision of operational and duty of care support to deployed project teams, including deployment, check-ins, and recovery management.

Operational support (25%)

Support the operations functions and activities including data & knowledge management, security and risk management, operational support, and team support.

- Support the design, testing and implementation of internal projects such as new systems, processes and tools.
- Assist the partnership and delivery team with consultant selection, interviewing, onboarding and relationship management.

03 What we are looking for...

Essential

- At least 3 years' experience working with an international organisation in an operations role.
- Excellent verbal and written communication skills.
- Personal responsibility for the quality and timeliness of work and will achieve results with minimum supervision, maintaining professional accuracy with good attention to detail.
- The ability to build constructive working relationships internally and externally characterised by a high level of acceptance, maturity, cooperation and mutual respect.
- A flexible approach to tasks, adapting to changing project needs, conditions, and work responsibilities.
- Strong knowledge of project budgeting and accounting.
- Experience working with collaborating tools and platforms such as MS Office, Zoom, and others.
- A curiosity about Wasafiri's systems-change practice.
- Values that align with those of Wasafiri.

Desirable

- **Consulting experience:** Experience working within or with a commercial consultancy.
- **Work experience:** In Africa and globally.
- **Language skills:** Notably English and Swahili.
- **Thematic experience:** In one or more areas (notably food, climate, nature, peace, and inclusion).

04 Role details

- **Salary:** The position comes with an attractive compensation package dependent on skills and experience in the range of KES 2,000,000 - 3,000,000 per annum dependent on experience.
- **Length:** Permanent, full-time. (100% FTE)
- **Benefits:** Our standard company-wide international health insurance plan, retirement benefits, and communication stipend.
- **Paid leave:** Each full-time employee works 225 days. Depending on the year, this usually equates to 36 days of annual leave including bank holidays (pro-rata for part-time).
- **Office location with hybrid working:** Wasafiri is a supportive employer. We encourage hybrid working with typically 2 days per week in an attractive and comfortable Wasafiri Office in Westlands, Nairobi.

05 Application

Apply

- Closing date for applications: Midnight EAT, 16th May 2024
- Include a Cover letter and a CV (max 3 pages)
- Please submit the form and CV to opportunities@wasafirihub.com

Commitment to Diversity

Wasafiri recognises the necessity of building an inclusive culture that values each employee's individuality and diverse perspectives. We value the unique skills and experience each individual brings to the organisations and aim attract, hire, grow, and retain the most qualified candidates from all walks of life.

Selection process

We are recruiting on a rolling basis for this role. With that in mind, we advise candidates to apply as soon as possible as we will be reviewing and interviewing applicants on a first come, first served basis. This vacancy will be closed once a suitable candidate is identified.

Queries

If you would like to discuss the role, please contact:

- George Kaburu george@wasafirihub.com

Thank you!

Finally, thank you for taking the time to read this job description. We're looking forward to getting to know you!

wasafiri

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NORTH AMERICA | Asheville, NC 28801, USA
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making good
change happen