



Open Vacancies at PELUM Kenya

The Kenyan Chapter of Participatory Ecological Land Use Management (PELUM) Association is a national network of 64 Civil Society Organizations that promotes agroecological principles and practices among smallholder farmers and Pastoralists in Kenya. The organization seeks to fill the below positions:

1. PROGRAMME ASSISTANT- GENDER AND YOUTH.

He/she will be responsible for supporting the Gender and Youth thematic area and will be based at the Country Secretariat offices in Juja, Kenya. He/ She will be reporting to the Programme Officer- Gender and Youth.

Key Roles and Responsibilities

- Support in the implementation of the Gender and Youth PELUM Kenya thematic area.
- Ensure mainstreaming of gender, youth & PWDs in all PELUM Kenya programs.
- Conduct training on gender and youth for all PELUM Kenya member organizations and relevant stakeholders.
- Mobilize members of PELUM-Kenya to participate in meetings, workshops, and forums to promote gender equality & meaningful youth involvement in agroecology and agro-markets.
- Participate in relevant forums to enhance the success of gender mainstreaming & youth inclusion in the PELUM-Kenya network.
- Provide appropriate technical support to energize effective networks that play potential roles representing a strong component of gender and youth and public collective voice demanding improved performance by duty bearers, service deliverers, and local and national policymakers.
- Establish and maintain a vibrant youth and women network and forge links with like-minded stakeholders and partners.
- Support women and youth participation in policy advocacy, public participation forums & governance issues.
- Develop reports and follow-ups of the action points made during meetings/forums.
- Keep track of the development of the policy/strategies favoring women and youth both at the County and National level.
- Coordinate youth & women in agro-business mentorship activities within the program.
- Assist in organizing, coordinating, and facilitating workshops, relevant functions, and activities under the gender and youth docket.
- Work closely with youth & women government line ministries both at the County and National level, corporates, and other stakeholders promoting gender & youth inclusion
- Actively fundraise for women and youth programs.
- Support any other related gender and youth initiatives at PELUM Kenya.
- Any other assigned role by the supervisor.

Qualifications and Requirements

The ideal candidate should have a minimum of the following desirable qualifications and requirements:

- Bachelor's degree in development studies focusing on Development Studies, community development, Political Science, Gender, Agriculture, Environment, and other relevant qualifications.
- Passion for and knowledge of youth and women engagement, with a commitment to amplifying youth and women voices in advocacy & agroecology.
- Professional training in gender and youth involvement in agroecology & food system will be an added advantage.

- Strong skills and experience in project management functions.
- At least 2 years of experience in gender and youth initiatives, preferably with charity organizations.
- Experience in gender/ youth initiatives, climate change, agroecology, environmental science, and community development interventions will be an added advantage.
- Experience in organizing events and coordinating mentorship activities.
- Have proven experience and skills in resource mobilization.
- Be a team player and builder who can work long hours with minimal supervision.
- Sufficient skills in training women and youth at the local and national levels.
- Hold excellent analytical and communication skills and must have a keen eye for details and the ability to write excellent donor narrative reports.
- Be computer literate and proven to use essential statistical software packages, particularly Word, Excel, PowerPoint, emails, zoom, and collaborating online.
- Be willing and able to travel extensively within the country.
- Self-organized with the ability to manage time and tight schedules, working effectively under pressure.

Interested and qualified candidates should submit electronic applications stating current and expected salary and detailed CVs and cover letters with a contact mobile phone number, names and contacts of three referees to recruitment@pelumkenya.net with the subject: **PROGRAMME ASSISTANT: GENDER AND YOUTH.**

2. FINANCE ASSISTANT

He/she will be responsible for assisting the finance team with financial and accounting systems, processing payments, and ensuring accurate financial reporting. The position holder will be based at PELUM Kenya Country Secretariat Offices in Juja, Kenya. The Finance Assistant will be reporting to the Head of Finance and Administration.

Key Roles and Responsibilities

- Assist in reconciling payables and receivables to ensure financial accuracy
- Assist in reviewing, verifying and processing funds requests for online payments and imprests. This will include review of online MPESA payment request; verification of support payment documents and process all payment receipts once received
- Support the implementation and maintenance of accounting systems to ensure accurate financial records.
- Assist in Preparation of relevant financial statements and reports for the institution including support in short term programmes
- Timely presentation and dispatch of cheques and assist in processing of fund payment vouchers
- Assist in Processing statutory payments, staff benefits (included staff separations, medical, gratuity, insurances and returns and remit the amounts on time to relevant statutory bodies)
- Assist in procurement process and support the procurement committee in its functions
- Assist in budget preparation, tracking and monitoring
- Filling financial documents, maintaining spreadsheets, and supporting with other administrative tasks
- Contribute to regular financial reviews and audits to assess the integrity of financial data and adherence to program guidelines.

Qualifications and Requirements

The ideal candidate should have a minimum of the following desirable qualifications and requirements:

- Bachelor's degree in finance/accounting/economics or related fields from a recognized university
- CPA II or ACCA.
- 2-years relevant financial accounting work experience preferably in a non-profit organization. Experience working with networks will be an added advantage
- In-depth knowledge and previous working experience in Sage accounting package or any other major ERP system
- Well-versed in computerized accounting packages
- Have in depth Knowledge of and experience in donor funding accounting, grant management, financial monitoring, and control.
- Ability to work and meet strict internal and external financial reporting deadlines including preparing for internal and external audits (both finance and systems audits)
- Self-driven and ability to work with minimum supervision
- Be a team player and builder with ability to work and interact with others at all levels
- Have strong analytical skills, good communication (written and spoken), report writing and presentation skills.
- Honest, firm, accountable and full of integrity
- Attention to details, excellent in planning, management and coordination skills
- Proven ability to support program teams during budgeting and reporting

Interested and qualified candidates should submit electronic applications stating current and expected salary and detailed CVs and cover letters with a contact mobile phone number, names and contacts of three referees to recruitment@pelumkenya.net with the subject: **FINANCE ASSISTANT**.

Applications should be sent by **8th February 2025**. Applicants should NOT send attach any scanned copies of certificate or testimonials. Only short-listed applicants will be acknowledged.

PELUM Kenya is an equal opportunity employer and doesn't discriminate against gender, race, tribe or religion