



JOB OPPORTUNITIES



HIRING

Job Vacancy Open Position:

- **Coordinator**
- **Program Officer - Resource Mobilization**
- **Communication Officer**
- **Monitoring & Evaluation Officer**

APPLY NOW



Tuesday, 17th June 2025

Send your CV and cover letter to thechair@clan-kenya.org



About CLAN! Network

Formed in 2018, Community Land Action Now! (CLAN!) is a loose network of Indigenous Peoples and Local Communities (IPLCs), NGOs, and CBOs in Kenya, dedicated to addressing challenges related to land tenure and sustainable natural resource management, with a key focus on the formalization of community land rights in accordance with the Community Land Act No. 27 of 2016. CLAN! works to promote information sharing and foster mutual support among its members. We empower indigenous and local communities to safeguard their land, protect their heritage, and drive climate-resilient futures.

Since its inception, CLAN! has experienced significant growth, expanding from a small group of founding members to a diverse network of 85 members, including 54 indigenous communities and 31 organizations (NGOs and CBOs) across 21 counties in Kenya.

As an unregistered, loose network, CLAN! relies on grant holder organizations to manage project funds. These organizations, selected from among CLAN!'s members, operate under a formal MoU that defines their role in financial management and accountability. Presently, the Chepkitala Indigenous People Development Project (CIPDP), a registered Kenyan NGO based in Kitale, serves as the grant holder for CLAN! Network.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



1. Coordinator

Key Responsibilities

- a) Develop and prepare comprehensive work plans and budgets aligned with CLAN!'s strategic objectives.
- b) Formulate implementation plans to ensure project milestones are achieved.
- c) Provide support in resource mobilization through development of project proposals and networking with potential financial partners to enhance CLAN!'s financial sustainability.
- d) Prepare accurate and timely programmatic reports.
- e) Review and consolidate reports from Co-Implementers.
- f) Facilitate effective coordination of CLAN!'s network activities, ensuring alignment with its goals and objectives.
- g) Identify and implement innovative ideas and tools to enhance the capacity and efficiency of CLAN!'s network operations.
- h) Perform any other tasks as directed by the CLAN! Steering Committee to support CLAN!'s objectives.

Qualifications and Competencies

- a) Bachelor's degree in any of the following disciplines: project planning and management, natural resource management, environmental science, community development, sociology, anthropology, development studies and other relevant fields.
- b) Master's degree is an added advantage.
- c) Proven experience in project management, resource mobilization, strategic planning and reporting, community development, land and natural resource management with a minimum experience of 5 years.
- d) Knowledge on community land registration and customary land rights.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



- e) Strong organizational, time-management and team skills with the ability to work independently under minimal supervision.
- f) Experience in community network management.
- g) Excellent communication and interpersonal skills to engage with diverse stakeholders.
- h) Innovative mindset with the ability to develop new tools, ideas and approaches to enhance organizational capacity.
- i) Knowledgeable on indigenous peoples' issues and rights.

2. Programs Officer- Resource Mobilization

Key Responsibilities

- a) Identifying funding opportunities.
- b) Develop a database of existing and potential funders that align with CLAN! mission.
- c) Lead in the development of high-quality concept notes and grant proposals in close collaboration with the coordinator and ensure follow-up of proposals submitted.
- d) Support member organizations and communities in resource mobilization.
- e) Develop donor briefs in collaboration with the Communication Officer.
- f) Ensure completion of grant proposals ready for submission by the coordinator.
- g) Ensure follow-up of correspondences with potential donors contacted during networking forums.
- h) Support CLAN! Coordinator in implementation of programs-related tasks.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



Qualifications and Competencies

- a) Bachelor's degree in any of the following disciplines: project planning and management, natural resource management, environmental studies, community development, business studies, economics, development studies and other relevant fields.
- b) Master's degree is an added advantage.
- c) Proven experience in resource mobilization, project planning and management, strategic planning with a minimum experience of 5 years.
- d) Strong organizational, time-management and team skills with the ability to work independently under minimal supervision.
- e) Excellent communication and networking skills to engage with potential funders and other stakeholders.
- f) Familiarity with donor requirements and guidelines on concepts and grant proposal development.
- g) Innovative mindset with the ability to develop new tools, ideas and approaches to enhance organizational capacity.
- h) Knowledgeable on indigenous peoples' issues and rights.
- i) Conversant with existing funders for indigenous peoples.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



3. Communication Officer

Key Responsibilities

- a) Establish and maintain timely updates through CLAN! communication channels to ensure staff members and other stakeholders are informed of projects updates, goals and activities.
- b) Produce internal newsletters, memos, and updates to promote collaboration and alignment with organizational objectives.
- c) Support clear and timely communication between the CLAN! Coordinator, Steering Committee and members.
- d) Support the Monitoring and Evaluation team in documentation and administration of surveys and other monitoring tools in projects implementation.
- e) Develop and implement strategies to raise awareness of CLAN!'s mission, activities, and impact among external audiences.
- f) Prepare and submit to CLAN! Coordinator press releases, speeches, and other materials
- g) Manage and update CLAN!'s website to ensure content is accurate and engaging.
- h) Develop and execute social media strategies to enhance CLAN!'s online presence and stakeholder engagement across all platforms.
- i) Create compelling social media content, including posts, graphics and campaigns, to promote CLAN!'s initiatives.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



Qualifications and Competencies

- a) Bachelor's degree in communication and media studies, journalism, public relations.
- b) Master's degree is an added advantage.
- c) Proven experience in communications, public relations or media management preferably in community development or advocacy settings.
- d) Strong written and verbal communication skills, with the ability to create clear, engaging and appropriate content.
- e) Proficiency in managing social media platforms and website content management systems.
- f) Experience in designing and implementing media campaigns and stakeholder engagement strategies.
- g) Creative and innovative mindset with strong organizational and time-management skills.
- h) Knowledge of Kenyan laws and regulations related to communications and media.
- i) Experience in community network management.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



4. Monitoring and Evaluation Officer

Key Responsibilities

- a) Design and implement Monitoring & Evaluation frameworks and tools aligned with CLAN!'s objectives and donor requirements.
- b) Develop indicators, data collection methods and evaluation plans to measure project progress and impact.
- c) Ensure Monitoring & Evaluation systems are practical, participatory and responsive to the needs of communities and stakeholders.
- d) Coordinate the collection of quantitative and qualitative data through surveys, interviews, field visits and other methods.
- e) Analyze data to assess project performance, identify trends and highlight areas for improvement.
- f) Maintain accurate and organized data records, ensuring data quality and integrity.
- g) Conduct regular field visits to monitor project activities and verify implementation against planned objectives and performance targets.
- h) Track progress against key performance indicators and project milestones.
- i) Identify risks and challenges to project delivery and recommend corrective actions to the CLAN! Coordinator.
- j) Prepare accurate and timely Monitoring & Evaluation reports.
- k) Facilitate training sessions or workshops to build Monitoring & Evaluation capacity among staff and members of CLAN! Network.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.



Qualifications and Competencies

- j) Bachelor's degree in social studies, statistics, project planning and management, and any other relevant fields.
- k) Master's degree is an added advantage.
- l) Proven experience of at least 5 years in monitoring and evaluation, preferably in community development or land rights initiatives.
- m) Strong analytical skills with proficiency in quantitative and qualitative data analysis.
- n) Expertise in designing and implementing M&E frameworks, tools and indicators.
- o) Excellent communication and interpersonal skills to engage with diverse stakeholders, including community members and partners.
- p) Knowledge of Kenyan laws and regulations related to community land rights.
- q) Proficiency in preparing clear and concise Monitoring & Evaluation reports for a wide-range of audience.
- r) Strong organizational and time-management skills with the ability to work independently under minimal supervision.

Terms of Employment

Temporary Contract: Starting from 1st July 2025 to 31st March 2027

How to Apply

Interested candidates are invited to submit their CV and cover letter to thechair@clan-kenya.org quoting the job title on the email subject - applications to be received on or before **Tuesday, 17th June 2025 by 5:00pm.**

Only shortlisted candidates will be contacted.

CLAN! is an equal-opportunity employer and values diversity. All employment is decided on the basis of qualifications and merit.