

**Job title:** Project Officer  
**Project Title:** Strengthening waste recycling management of 35 youth and women groups for a healthier environment in the sub-County of Kasarani, Nairobi  
**Location:** Kasarani Sub-County, Nairobi County  
**Reporting to:** Project Manager  
**Position type:** Contract  
**Period:** 24 months (Fixed-term)

## OVERVIEW

USTADI Foundation (USTADI) is a not-for-profit organization working in Kenya. USTADI, a local Kenyan Organization was registered in 2012 as a Company Limited by Guarantee under the Company Act (CAP 486), vide registration number CPR/2012/70718. USTADI's main mission is to promote transformation and growth of youth and women enterprises and their related institutions, in Food Security and Nutrition, WASH and the SME sectors, by stimulating demand driven professional capacity development, investments, innovative financing and market systems development to deliver sustainable economic, social and environmental development to target communities.

USTADI partnership with ChildFund Kenya will partner are implementing a waste management project that is aimed at Improving the Livelihoods of women and youth working in Waste Recycling Sector in Kasarani Sub-County in Nairobi while at the same time contributing to a more effective and efficient waste management and a healthy environment by supporting them to have sustainable and viable business enterprises of waste collection, sorting and recycling, that will lead to creation of jobs for the youth and women.

## THE ROLE

USTADI is looking for a candidate to fill the position of **Project Officer**. The Project Officer will support the Project Manager to plan, facilitate and coordinate project activities including reporting, and monitoring and evaluation. He/she will maintain close contact with the 35 mixed youth and women groups (target group), prepare the training measures and assist in their implementation. Within delegated authority, the Project Officer (Nutrition) will be responsible for the following duties:

### Responsibilities

- Facilitate training of beneficiaries on waste collection, sorting, grading, recycling/reuse and marketing and facilitate youth and women groups to enter into written waste collection agreements with Household and business premises, as well as training on occupational health and safety requirements when handling waste.
- Facilitate training of women and youth in Group Dynamics, entrepreneurship and financial management, including establishment of VSLA and development of bankable business plans.
- Facilitate training of local Partners and County Government staff in Waste Management & Environmental Protection, gender mainstreaming and advocacy

- Monitor the utilization of in kind loans given to beneficiaries to procure tools (Jembes/Hoes, Pangas, slashers), equipment (Tri-cycles, Handcarts, Wheel barrows) and Personal Protective Equipment-PPEs (Aprons, gloves and mask).
- Create linkages between waste collector groups and the financial sector to provide affordable financial products and services to establish on-site waste processing facilities
- Organize intensive advocacy initiatives with waste generators and waste collector groups to ensure adherence of the waste management laws and bylaws by the community, as well as child protection to discourage child labour and enhance schooling.
- Organize and hold bi-annual clean up events.
- Assist with the preparation and timely dissemination of program reports and follow-up on recommendations within the scope of project activities.
- Perform other related duties as required.

### QUALIFICATIONS AND EXPERIENCE

- University degree with emphasis in one or more of the following disciplines: nutrition, community nutrition, public health, and Environmental Health Sciences.
- At least three (3) years of postgraduate professional experience in Environmental management, public health programmes, and community development
- In-depth understanding of donor expectations for program results, outcomes, impact, and reporting.
- Experience monitoring projects and collecting relevant data preferred.
- Experience designing and conducting environmental assessments/surveys.
- Able to clearly communicate in written and spoken English

### COMPETENCIES

- Strong communication, relationship management skills
- Good analytical skills; resourcefulness, initiative, maturity of judgment, tact,
- Negotiating skills; ability to communicate clearly both orally and in writing;
- Ability to work in a team, and establish effective working relations with persons of different national and cultural backgrounds.
- Ability to cope with situations; flexibility in accepting work assignments outside normal desk description.
- Shown high integrity and sense of responsibility in discharge of duties.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

All applicants should urgently email a C.V. and Cover letter detailing your qualifications to [info@ustadi.org](mailto:info@ustadi.org) by **29th March 2022**. Candidates should clearly indicate the position applied for as the email subject. Only short-listed candidates will be contacted. Canvassing will result to automatic disqualification.