

Opportunity for a Project Assistant Intern at the Biodiversity and Biosafety Association of Kenya (BIBA-Kenya)

The Biodiversity and Biosafety Association of Kenya (BIBA-Kenya) is a coalition of over 60 farmer organizations, animal welfare networks, consumer networks; faith-based organizations; and community-based groups. They all have an interest and work in the areas of environment, agriculture, health and biodiversity.

BIBA-Kenya wishes to recruit a Project Assistant Intern to support project implementation. Qualified and interested candidates are herein requested to respond to this advert appropriately.

Key Responsibilities and Engagements of the Project Intern at the BIBA Kenya

- Assist the BIBA-Kenya Programme Officers in the day to day running of the BIBA-Kenya Secretariat and project implementation.
- Support field and desktop research, analysis and compilation of reports
- Support in maintaining and keeping project records.
- Support the BIBA-Kenya 's social media campaign
- To organize the logistics of BIBA-Kenya's events, meetings, forums, travel etc as advised by the BIBA-Kenya Programme Officers
- Maintain an inventory of all project assets and consumables
- Assist in preparation and follow up on programs budgets, payment requests and surrenders.
- Prepare meeting agendas, presentations and draft notes when required.
- To undertake any other relevant duties as may be delegated or instructed by the BIBA-Kenya National Coordinator and Programme Officers.

Qualifications and Attributes

The ideal candidate should have the following qualities;

- A Bachelor's degree in agriculture/ journalism/ water/ environment/ project management or a closely related discipline. Copies of Degree Certificates must be provided.
- Be computer literate with proven ability to use Microsoft packages (word, excel, PowerPoint and outlook), emails and internet.
- Demonstrated experience in documenting activities through reports and photos.
- Ability to multi – task, work flexibly, independently and effectively under minimum supervision.
- Willing to work long hours to meet deadlines and targets
- Have excellent communication and social media skills and management
- Willing to learn and to be mentored in his / her work and in development and networking in general
- Be a team player
- Able and willing to travel to the field at short notice.

Remuneration

This is not a salaried / remunerated position and the person to be engaged will only benefit from a monthly stipend/ living allowance.

Location

The person to be engaged will be based in Thika within the BIBA-Kenya offices.

Deadline and Application Procedure

Deadline for submission of the applications will be October 12th, 2021. Applications (Cover letter and CV) to be sent by email only to: bibakenyaintern@gmail.com with the subject line "**Application for Project assistant Intern**"

Addressed to;

The National Coordinator,
Biodiversity and Biosafety Association of Kenya

Only shortlisted applicants will be contacted. Hand delivered applications will not be accepted.