

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

The Biodiversity and Biosafety Association of Kenya (BIBA-K) is a coalition of 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 Programmes Assistant to support programme implementation. Qualified and interested candidates are herein requested to respond to this advert appropriately.

Key Responsibilities and Engagements of the Programmes Assistant at the Biodiversity and Biosafety Association of Kenya

Program implementation

- Contribute to planning and implementing the BIBA Kenya various work plans, including supporting lobby, advocacy and policy influencing efforts at national and county levels
- Represent BIBA Kenya in relevant project related meetings for strategic positioning
- Assist in preparation, filing, compilation and dissemination of documents relating to BIBA Kenya programmes

Operations and Logistics

- Maintains logistical and administrative activities and corresponding systems for internal and external communication
- Organizes and keeps track of meetings, organizes periodic and one-off events
- Performs a variety of logistics tasks such as organizing travel and events
- Provides administrative support as needed in implementation, monitoring and evaluation, in collaboration with the rest of the team and shares possible synergies
- Conduct research, compile data and prepare papers for consideration and presentation
- Ensure timely external communication and support in relationships with consultants or external facilitators
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Procurement Support

- Responsible for the following-up of the deliverables and payments of suppliers and consultancy contracts implemented
- Supporting programmes team in procuring of goods and services such as consultancies, accommodation and conference
- Reviewing, preparing and ensuring approval of contracts, invoices, purchase requisition and other documentation necessary for the relevant processes
- Perform other relevant duties as requested by BIBA Kenya

Qualifications / Attributes

The ideal candidate will have the following qualities;

- Be educated to degree level in agriculture, environment or a closely related discipline
- Have completed university education i.e., not a continuing student either in research or undertaking work contributing to studies completion. Copies of Degree Certificates must be provided
- At least 3 years' experience in development work

- Experience in proposal and budget development for projects and programme implementation
- Have basic accounting skills. Have computers operating skills in all Microsoft packages including emails and internet
- Have excellent social media skills and management including Facebook, twitter, Instagram, WhatsApp
- Be a good communicator both in writing and speaking in English and Kiswahili
- Willing to work long hours to beat deadlines and targets
- Willing to learn and to be mentored in his / her work and in development and networking in general
- Be a team player
- Able to travel at short notice
- Knowledge of Nairobi city and the country in general will be an added advantage.

Remuneration

This is a salaried / remunerated position and the person to be engaged will also benefit from a medical cover.

Application

Interested and qualified candidates are encouraged to apply to the:

The National Coordinator,
Biodiversity and Biosafety Association of Kenya,
email: programmesassistantbibakenya@gmail.com

“Application for Programmes Assistant Ref: Programmes Assistant 01/12/2025

Applicants should NOT send or attach any scanned copies of certificate or testimonials.
Only shortlisted applicants will be contacted. Hand delivered applications will not be accepted.

BIBA Kenya is an equal opportunity employer.

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