



Advertisement by Great Lakes University of Kisumu

Great Lakes University of Kisumu (GLUK) wishes to recruit qualified and dedicated persons for the USAID Western Kenya Sanitation Project (USAID WKSP). GLUK, having been recruited as a learning partner for the WKSP project is therefore looking to fill the position of Project Coordinator who will be in charge of coordinating and managing the research and learning agenda of the Project.

USAID WKSP PROJECT OVERVIEW.

The USAID Western Kenya Sanitation Project (USAID WKSP) works with multiple stakeholders in eight western Kenya counties to create a financially sustainable, transformative, replicable and locally-owned sanitation and menstrual hygiene management marketplace. The project will develop, test, and apply county-wide approaches to adopt systems-level incentives and to remove barriers, with the aim of strengthening markets for sanitation and hygiene products and services.

Applications are therefore invited from qualified candidates all across the country.

Job Title: Project Coordinator USAID WKSP (Research and Learning) -1 Position

Contract Duration: 1 year.

Role Description

The project coordinator will coordinate the Research and Learning schedule, budget and risks of the project. S/He will ensure the project management framework is well-organized and that it runs smoothly. This includes communicating with various departments in the organization (GLUK and WKSP) to make sure everyone is on the same page. S/He is expected to supervise and take leading role in direct supervision of Research Assistants in the implementation of the project research and learning activities. This role will require the successful candidate to participate in the data analysis/synthesis - critical skill for the role, Development of knowledge products (abstracts, posters, fact sheets, presentations etc.), Plan and coordinate learning activities, participate in USAID WKSP selected activities relevant for this role, development reports and Tracking of milestones.

Project Coordinator Responsibilities

- Coordinate project activity planning in line with the project contractual milestone schedules
- Monitoring project progress and creating project status reports for project managers and stakeholders
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks
- Scheduling stakeholder meetings and facilitating communication between the project manager and stakeholders throughout the project life cycle
- Managing project management documents such as the project plan, budget, schedule or scope statement, as directed by the project manager
- Executing a variety of project management administrative tasks such as billing and bookkeeping
- Ensuring adherence to all project contractual compliance aspects

- Support team members when implementing risk management strategies
- Coordinating data collection, literature review and data set development for research team
- Representing the project team as may be assigned by the project lead

Desired Project Coordinator Skills

- Research data collection (secondary and primary) using both electronic and manual for qualitative skills
- Research data management and analysis skills preferably business analytic skills.
- Scientific Report writing skills
- Research data presentation skills
- Communication skills
- Problem-solving skills
- Change management skills
- Organizational skills including but not limited to planning, mobilizing logistics, aligning teams, coordinating activities, monitoring and reporting
- Management skills
- Demonstrated research data management proficiency
- Working knowledge of research data software
- Proficiency with Microsoft Office
- Demonstrated interest in research work and predisposition

Project Coordinator Education & Qualifications

Bachelor's degree in statistics, economics, health and related fields. This role will require someone with a strong economics / business background, business analytic skills, research skills, knowledge management.

Experience

3-5 years of experience in research project coordination, project management roles or related fields. Experience with USAID implementation CLA concepts, and WASH will be an added advantage.

APPLICATION PROCEDURE

Applicants to address Cover letter, CV and testimonials indicating the position applied for to:

**Office of Director Research.
Great Lakes University of Kisumu
P.O Box 2224-40100
Kisumu.**

OR Send via mail to hr@gluk.ac.ke Email subject line to read the position applied for. **OR** Hand drop to Great Lakes University of Kisumu, Kibos or Milimani Campus. **Applications to reach us by Friday, 23rd August 2024. Applications will be reviewed on a rolling basis.**