



## PBI Kenya is looking for a short-term expert to support the project coordination for three months

<b>Position:</b>	Interim Coordinator for Advocacy
<b>Dates:</b>	15 <sup>th</sup> January to 15 <sup>th</sup> April 2019 (later start date may be considered)
<b>Location:</b>	Nairobi, Kenya
<b>Hours:</b>	50 days
<b>Remuneration:</b>	8,000.00 EUR total
<b>Contract:</b>	Fixed Term Consultant

### 1. Main purpose of the role

Support the PBI Kenya project coordinator and other staff with the implementation of their strategy to provide protection and other support activities for human rights defenders in the urban settlements of Nairobi in the framework of PBI Kenya's Civil Peace Service (CPS) project to support HRDs in Kenya.

### 2. Position in the organisation

Directly reporting to the Board of PBI-Kenya, this position will be responsible for day-to-day support to the project coordinator.

### 3. Organisation overview

**Peace Brigades International (PBI)** is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico and Nepal. PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international coordinating office. PBI uses a non-hierarchical model of organising and decisions are made by consensus.

PBI has been present in Kenya since 2013. We mainly operate in Nairobi's urban settlements. Our partners include grassroots organisations and movements as well as women human rights defenders from Nairobi's urban settlements.

### 4. Main duties, tasks and responsibilities

- Ensure together with the Project Coordinator that activities of the CPS project are carried out, timeline is kept and the work plan is adhered to.
- Convene and coordinate frequent joint meetings with partners.
- Represent PBI in meetings with state authorities, including the police.
- Ensure regular engagement, reporting and coordination with strategic partners.
- Provide proactive presence in Nairobi's urban settlements.
- Organize and co-facilitate thematic workshops with HRDs and strategic partners.
- Support to project management (including logistics, finance work, human resource management and planning).

- Inspire new PBI Kenya team members to respect and practice PBI's core values; and promote a team culture of horizontality, learning, creativity and innovation.

### **Person specification**

<b>Knowledge/ Experience</b>	At least three years experience in work with PBI or similar organisations. Thorough understanding of the Kenyan political and social context. Demonstrable experience in project management roles. Experience with advocacy.
<b>Skills</b>	Effective interpersonal and communication skills. Excellent spoken and written English.
<b>Abilities</b>	Ability to function in highly stressful and/or threatening situations. Ability to work in multi-cultural teams, cross-cultural environments. Willingness to work outside normal hours (evenings, weekends).

### **What will PBI provide?**

- Pre-deployment briefing
- Travel to and from Kenya at the beginning and end of contract and local travel costs, necessarily incurred by the Consultant in performing the consultancy
- Office desk
- Telephone and internet charges, necessarily incurred by the Consultant in performing the consultancy
- Debriefing after service

**Interested candidates are requested to send their CV and a brief cover letter to Sabine at [kenyacoordinator@peacebrigades.org](mailto:kenyacoordinator@peacebrigades.org). Closing date: 10 December 2018. Applicants who do not provide this information will not be considered.**

*PBI values diversity and has a strong commitment to equality of opportunity. All applicants will be treated on equal terms, without discrimination on any grounds, and especially for reasons of gender, ethnicity, sexual orientation or physical disability.*

*This position is based in Nairobi, Kenya. Before appointment the successful candidate must provide proof of eligibility to work in Kenya.*