



**ECONOMIC PROJECTS  
TRANSFORMATIONAL FACILITY**  
A Ministry of The Navigators Kenya

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### Job Description for Project Assistant

EPTF, Economic Projects Transformational Facility is a Ministry of The Navigators Kenya that focuses on entrepreneurship development, which includes training, mentoring and Business Development Support Services with the view of transforming lives. Our vision is Empowered Kingdom Minded Entrepreneurs Transforming Communities & Mission is to Nurture and Empower Entrepreneurs through Training, Mentoring and Business Development Support Services.

We are looking to hire a God fearing, ambitious, proactive professional to join our team as a project assistant in the Mombasa Resource centre.

<b>Position Title</b>	Project Assistant
<b>Reporting to</b>	Center Manager
<b>Location</b>	Mombasa
<b>Overall Responsibility</b>	Work closely with the centre manager as well as other project officers in planning and implementation of EPTF's programs & Projects in Mombasa County.
<b>Personal &amp; Spiritual Attributes:</b>	Born again Christian with a passion for growth and maturity in the Christian faith; keen interest in Community & Entrepreneurship development.
<b>Education :</b>	A diploma or a degree in any Business related Subject, Development studies or Community Development.
<b>Experience :</b>	At least two years experience in project work or a similar field. A learner passionate for community transformation and entrepreneurship.
<b>Key Responsibilities</b>	
	<ul style="list-style-type: none"> <li>▪ Providing technical &amp; logistical support for all project implementation activities in Mombasa County.</li> <li>▪ Work closely with the Centre manager and other key supporting staff in implementation of projects.</li> <li>▪ Assist in follow-up activities as per project requirements</li> <li>▪ Write and submit periodic project reports.</li> <li>▪ Initiate official cash imprest requests in a timely manner and promptly account for such cash at the end of the activity.</li> <li>▪ Assist in organizing and coordinating stakeholder's forum and other project and organizational related forums.</li> <li>▪ Writing success stories for the website and social media sites</li> <li>▪ Safekeeping and handling of cash and other assets in project activities.</li> <li>▪ Market EPTF's training, mentoring, advocacy and community</li> </ul>

	<p>development programs.</p> <ul style="list-style-type: none"> <li>▪ Any other duties as may be assigned from time to time by the management of EPTF.</li> </ul>
<b>Skills &amp; Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Ability to work independently with minimal supervision, organize workloads, prioritize and meet deadlines</li> <li>▪ Ability to communicate effectively both orally and in writing</li> <li>▪ Be a team player</li> <li>▪ Understand financial budgeting and administrative tasks</li> <li>▪ Possess strong interpersonal skills, particularly in relation to dealing with youth &amp; women groups</li> <li>▪ Passion and ability to support and develop people develop their full potential</li> <li>▪ Apply variety of computer applications (Microsoft word, excel, PowerPoint;</li> </ul>

Qualified and interested candidate should send an application letter, attaching a CV [max. 3 pages] and academic testimonials in PDF format addressed to the Mombasa resource centre manager email; [managemombasa@eptf.org](mailto:managemombasa@eptf.org) and cc [communications@eptf.org](mailto:communications@eptf.org) by Wednesday the 14<sup>th</sup> March 2018.