



VACANCY ANNOUNCEMENT: PROJECT OFFICER

Amka Africa Justice Initiative (Amka Africa) is an independent, non-profit organization that works through collaborative tripartite partnerships with university based legal aid clinics on one part, and grassroots organizations on the other part, to promote the rule of law and access to justice for the legally underserved particularly women and girls, children and gender diverse persons in Kenya. For more information see: <https://amkafrica.org/>

We are seeking a dynamic and proactive project officer to join our team and contribute to effective implementation, coordination, and monitoring of our projects.

Position: Project Officer

Location: Nairobi, Kenya

Type: Full time

Key Responsibilities

- Support the planning, coordination and implementation of all Amka Africa projects.
- Coordinate communication between Amka Africa and project partners.
- Coordinate project activities including legal aid clinics, workshops, trainings, stakeholder dialogues, research university legal clinic students mentorship forums among others.
- Identify project implementation gaps and emerging risks and promptly escalate them to the relevant supervisor.
- Ensure that project activities remain aligned with approved objectives, outputs, indicators and targets.
- Track the progress of our projects against approved outputs, outcomes, and indicators.
- Maintain accurate project monitoring tools and regularly update project data.
- Support the collection, verification, analysis and organization of project data.
- Document project results, outcomes, challenges, good practices and lessons learnt.
- Develop project case studies and impact stories.
- Prepare timely and high-quality project reports.
- Support the finance team to prepare project budgets and monitor project expenditure.
- Undertake other duties reasonably related to project coordination and implementation as assigned.

Qualifications and Experience

- A Bachelor's Degree in Law (LL.B). (A Post Graduate Diploma in Law is an added advantage.
- At least **2 - 3 years of relevant experience** in project coordination preferably within a civil society organization.



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Amka Africa



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Amka Africa Justice Initiative



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- A passion and commitment to social justice.
- Strong inter-personal skills.
- Excellent planning and time-management skills

How to Apply

Interested candidates should submit: -

- A detailed CV of not more than three pages; and
- A cover letter demonstrating the relevant experience and fitness for the role.

Applications should be sent to hr@amkafrica.org with the subject **{Application: Project Officer}** on or before 15th October 2026.

Only shortlisted candidates will be contacted.



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