



African Gender and Media Initiative Trust
Advancing Gender Equality through Research and Action on Women's
Human Rights
Project Assistant

African Gender and Media Initiative Trust (GEM) is a cutting edge not for profit organization that works to advance gender equality through research and action on women's human rights. GEM Trust brings together women experts in women's human rights issues specifically women's health, sexual and reproductive rights, gender-based violence, Climate Justice, media, advocacy and research. GEM Trust seeks to recruit project assistant who shall support day-to-day activity implementation of activities at community level.

Location: Kajiado County

Duties and Responsibilities

- Participate in planning for monthly project activities adhering to guidelines and projects standards
- Responsible for successful planning, implementation and tracking of project activities.
- Responsible for preparing detailed activity reports adhering to the reporting standards and guidelines.
- Providing mentorship to peer educators towards proper execution of peer sessions and integrated community-based outreaches.
- Work closely and promote good working relationships with the Sub County department of health, and other key partners and relevant stakeholders
- Monitor and report on the changing environments during project implementation to enable course correction where necessary.
- In collaboration with the Monitoring, evaluation and learning department prepare and participate in data quality assessment
- Promote innovative methods towards achievement of project objectives
- Represent GEM Trust in seminars, training, meetings and workshops as assigned.
- Any other duty as assigned by your supervisor

Knowledge and Skills

- Knowledge in youth engagement approaches.
- Good Knowledge of the links between human rights and HIV
- Demonstrated understanding of gender equality and girls' rights issues in development programmes
- Excellent facilitation skills
- Good organizational skills.
- Good command of English and Kiswahili, both oral and written
- Positive attitude and open minded with strong analytical and listening skills.
- Demonstrates teamwork, flexibility, resourcefulness, integrity and is ready to learn.

Qualifications, Skills and Experience:

- Degree in Nursing/ Community Health, Public Health or related studies with experience in community work
- Experience in implementing projects addressing adolescent and young peoples SRHR.
- Minimum of two-year field experience in implementing Community Health interventions.
- Experience in implementing HIV& AIDS prevention interventions at community level.
- Knowledge in use of computer applications skills – Ms Word, Ms Excel, Ms PowerPoint and internet with the ability to format documents and interpret data for decision making
- Ability to learn new skills, employ them rapidly and work well to meet set timelines.
- Willing to travel and work in hard-to-reach and under resourced areas
- Experience in working with devolved structures and understanding of Community Health Strategy structures

How to Apply:

Applicants who meet the requirements stated above should send their application letter and detailed CVs indicating 3 referees to: info@gem.or.ke with **Position Applied on the Subject line.**

The Application Deadline is 13th February 2026 at 5.00pm