



African Gender and Media Initiative Trust

Advancing Gender Equality through Research and Action on Women's Human Rights

Programme Officer-Gender Equality

African Gender and Media Initiative Trust (GEM Trust) is a cutting edge not for profit organization that works to advance gender equality through research and action on women's human rights. GEM 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 a Programme Officer, to lead gender equality programme, with extensive experience working with women, girls, men and boys to achieve gender equality. Working under the Programme Manager, the Programme Officer will lead community interventions addressing gender-based violence, women participation in leadership and decision making, including the intersection of sexual reproductive health and gender equality. A good understanding of the legal and policy framework on gender-based violence in Kenya is necessary for this position.

Job Location: Nairobi with visits to project site

Duties and Responsibilities

- Lead implementation project implementation.
- Working in collaboration with the Programme Manager, ensure quality and timely documentation and reporting of project activities
- Preparation of quarterly/yearly project progress reports in line with set standards and guidelines.
- Build and strengthen strategic partnerships with Key decision makers, policy makers, civil society entities and the relevant government ministries and departments at the national level
- Develop and monitor implementation of project work plans
- Spear head GEM Trust's publicity activities related to project work
- Initiate and maintain partnerships and networks with national and county stakeholders for coordination and implementation of project activities
- Produce and disseminate project learning documents/success stories
- Represent GEM Trust in project donor and partner meetings
- Ensures effective utilization of project resources (both financial and materials)
- Support monitoring, evaluation and operational research at GEM Trust
- Support the Programme Manager in project administration
- Supporting the Program Manager in proposal writing and managing donor reporting
- Contribute and support the Program Manager in programmed development (technical as well as financial) including in fundraising
- Any other task as assigned by the Executive Director.

Qualifications, Skills and Experience:

- A minimum of university graduate degree in Gender and Development, Social Sciences, or any related development field.
- Three years of relevant working experience.
- Good knowledge of the links between gender equality, gender-based violence and reproductive health.
- Experience in implementing advocacy projects with demonstrated impact on improving gender equality or girls' and young women empowerment
- Advocacy and campaigning skills especially on gender equality.
- Strong verbal and written communication skills
- Confidence to engage in and communicate on complex concepts around gender equality and empowerment clearly and concisely at county and national level
- Elaborate project management and coordination skills
- Demonstrated experience of working with a network of local organizations
- Strong skills in collaborative leadership for effective convening of single or multi-stakeholder groups
- Experience with programme planning models, project management, and monitoring systems
- Excellent communication skills (oral and written) in English
- Team player, but also able to work independently

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.**

Candidates MUST indicate their Current and Expected salaries.

The Deadline for Application is **13th February 2026 at 5 PM.**