



Badili Africa
YWCA Parkview Flats, 2nd floor,
Mamlaka Road,
P.O Box 86197-00200,
Nairobi, Kenya.
www.badiliafrica.org
info@badiliafrica.org

Terms of Reference (TOR)

Project Officer

I. General Information
<p>Organization: Badili Africa Duty Station: Nairobi, Kenya (with regular field travel) Contract Duration: 12 Months, renewable subject to performance and availability of funding. Type of Contract: Short-Term Reporting to: Programs Coordinator Application Deadline: 16th May 2026</p>
II. About Badili Africa
<p>Badili Africa is a Pan-African women's rights organization based in Nairobi, Kenya. The organization works to cultivate and strengthen the leadership capacities of grassroots women and young women in urban (informal settlements), rural, and learning institutions by nurturing safe, transformative spaces that enable women and girls to organize as leaders and to influence local development plans, policies, and governance processes.</p> <p>Badili Africa also works towards ending gender-based violence against women and girls as a key barrier to meaningful participation in political, social, and economic processes. Through feminist organizing, civic education, advocacy, creative arts, and digital engagement, the organization advances inclusive governance and social justice.</p>
III. Role Summary
<p>The Project Officer will provide coordination and technical and day-to-day operational leadership to project implementation. They will work closely with other staff members, leading project planning, monitoring progress, and ensuring adherence to timelines and deliverables. The Project Officer will handle administrative tasks, such as documentation, budget tracking, and reporting. They will play a vital role in facilitating effective communication among project teams, fundraising, stakeholder coordination, organizing meetings and events, and maintaining project documentation. The office</p>



holder will also work in close coordination with the MEAL Officer to monitor risks, resolve issues, and ensure compliance with relevant policies and regulations throughout the program's life cycle.

IV. Key Responsibilities

- Lead in the implementation, coordination, and management of the project.
- Coordinate with various teams and stakeholders to ensure smooth project operations.
- Lead in the development of project plans, objectives, and timelines in consultation with the operations and programs team.
- Actively support fundraising, conceptualizing concept note proposals, and implementing activities aimed at advancing Badili Africa's vision, mission, and objectives.
- Coordinate with the MEAL officer to monitor project progress against established milestones and deliverables.
- Coordinate with the MEAL Officer to track key performance indicators and evaluate project outcomes.
- Maintain accurate and up-to-date project documentation, including project files, records, and reports.
- Prepare regular progress reports, status updates, and presentations for internal and external stakeholders.
- Ensure proper documentation of meetings, decisions, and action items.
- Coordinate with the Finance Officer to support budget tracking, expense monitoring, and financial reporting.
- Collaborate with finance and procurement teams to ensure efficient resource allocation and value for money.
- Support the management of the project contracts and vendor relationships.
- Facilitate effective communication and collaboration among project teams, stakeholders, and partners.
- Lead in organizing and coordinating meetings, workshops, and other project-related events.
- Actively seek and engage local stakeholders and organizations to actively participate in the project implementation.
- Draft and document key learnings and experiences that can be shared on Badili's website and digital media platforms, newsletters, publications, bulletins, and case studies.
- Perform other duties as assigned by the supervisor.



V. Qualifications and Experience

Education:

- Bachelor's degree in international development, project management, social sciences, public policy, political science, or a related field.

Experience

- 5-8 years of experience implementing or managing local and national projects.
- Project management and/or project coordination experience required
- Demonstrated ability to work effectively and ethically in a fast-paced environment with diverse teams, including technical and administrative staff and consultants.
- Proven expertise in facilitating collaborative work with diverse partners engaged in complex projects.
- Demonstrated ability to communicate effectively with these partners and colleagues and build strong professional relationships and networks.

VI. Required Skills and Competencies



The successful candidate should demonstrate:

- Excellent written and verbal communication skills in English and Swahili, including the ability to convey complex concepts clearly and concisely to help stakeholders act on the information.
- Demonstrated ability to work with young people in a university setting.
- Knowledge of donor rules and regulations. Having supported any USAID- or UN-related projects will be an added advantage.
- Ability to manage and coordinate diverse tasks and facilitate relationships among multiple parties.
- Demonstrated ability to multitask and to respond to changing situations in a flexible manner
- Expertise in preparing thorough, well-written, and concise documents with a keen eye for detail.
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas.
- Ability to work and effectively communicate across operations and program teams.
- Ability to work well in a team environment.
- Ability to work efficiently and independently.
- Organizational skills and attention to detail.
- Good presentation skills
- Proficiency in all programs in the Microsoft Office Suite; experience in other computer programs.
- A practicing feminist with a deep commitment to advocating for women's / minority rights and development issues.

VII. Core Values and Attributes

The ideal candidate should:

- Demonstrate integrity, professionalism, and accountability.
- Be committed to women's rights, inclusion, and transformative leadership.
- Be adaptable, innovative, and solutions-oriented.
- Possess strong interpersonal and stakeholder engagement skills.
- Be passionate about evidence-based programming and social impact



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VIII. How to Apply

Kindly send your updated resume (no more than 4 pages) and a 1-page motivation letter, as a single document, demonstrating your experience against the above criteria, to badili@badiliafrica.org by **May 16th, 2026**, with the subject line **Project_Officer**

Note: Women are highly encouraged to apply.

Badili Africa is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by law.

Canvassing will lead to automatic disqualification.