



JOB ADVERTISEMENT – PROJECT ASSISTANT

Basic Needs Basic Rights Kenya (BNBR) is a nationally registered Public Benefit Organization (PBO) that has been advancing mental health and well-being in Kenya since 2005. Working closely with the Ministry of Health, communities and other key stakeholders, BNBR delivers person-centered, rights-based and recovery-oriented mental health interventions that promote inclusion, dignity and sustainable improvements in the lives of individuals and communities.

BNBR is seeking a highly organized, proactive, and detail-oriented **Project Assistant** to provide administrative and operational support throughout the project lifecycle. The ideal candidate is reliable, resourceful, and comfortable coordinating tasks, maintaining documentation, tracking deadlines, and supporting project teams to ensure activities are completed efficiently and on schedule. The position will be for an initial period of **nine (9)** months, effective 1st October 2026, with the possibility of renewal subject to satisfactory performance and availability of funding.

Job Summary

The Project Assistant will provide dedicated coordination and implementation support to the Project Coordinator in establishing the Community Mental Health Federation Forum, a national self-regulation platform bringing together mental health organizations under the Public Benefit Organizations (PBO) Act. The role exists to convert the Project Coordinator's workplans into organised, timely and properly documented implementation: coordinating meetings and workshops with founding member organizations, government counterparts and partners; maintaining accurate records, trackers and stakeholder information; and supporting the monitoring, reporting and secretariat functions required to establish and operationalize the Forum.

The primary duty station will be Nairobi County, with the possibility of regular travel within the country.

2. KEY DUTIES AND RESPONSIBILITIES

A. Federation Forum Coordination Support

- Support the Project Coordinator in coordinating day-to-day implementation of the Federation Forum workplan across its mobilization, foundational-documents, registration/launch and consolidation phases.
- Track progress against the approved workplan and flag slippage in activities, milestones or deliverables to the Project Coordinator.



- Maintain and regularly update an action tracker recording decisions, commitments and follow-up tasks arising from project meetings and consultations.
- Follow up with internal colleagues, founding member organizations and partners on agreed action points and outstanding commitments.
- Provide continuity to routine project coordination tasks during the Project Coordinator's absence, escalating matters requiring a decision to the Programs Manager.

B. Meetings, Workshops and Event Coordination

- Organise logistics for alignment meetings, consultative meetings, co-creation workshops and the national launch event, including scheduling, venue arrangements, invitations and participant confirmations.
- Prepare and circulate meeting agendas, briefing materials and participant lists in consultation with the Project Coordinator.
- Take and circulate minutes, resolutions and action points for project meetings, workshops and co-creation sessions.
- Coordinate travel, accommodation and allowance arrangements for participants attending workshops and consultations, in liaison with the Operations and Finance functions.
- Support onsite coordination during workshops, consultations and the national launch event to ensure smooth delivery.

C. Stakeholder and Member Communication Support

- Maintain an up-to-date contact database and engagement log for founding member organizations, government counterparts and partner organizations.
- Support routine communication with founding and prospective member organizations, including meeting invitations, reminders and information-sharing.
- Track membership commitments, onboarding status and compliance submissions from founding and incoming member organizations.
- Draft routine correspondence, meeting invitations and follow-up communications for the Project Coordinator's review.
- Support coordination with legal and sector experts engaged to support development of the constitutive document, Code of Conduct and Sector Standards.



D. Documentation and Information Management

- Maintain organized project files and version-controlled records for the constitutive document, Code of Conduct, Sector Standards and related governance documents.
- Compile and format drafts, revisions and validation feedback on foundational Forum documents for review by the Project Coordinator and technical/legal experts.
- Maintain records of registration and compliance documentation required under the PBO Act, tracking outstanding requirements.
- Organize and archive project records, correspondence and meeting documentation in line with organizational records-management procedures.

E. Monitoring, Reporting and Learning Support

- Support compilation of data and information required for project monitoring, donor reporting and management updates.
- Maintain records of Forum membership, compliance status and secretariat activities to support the monitoring frameworks established during the consolidation phase.
- Support the Project Coordinator in preparing narrative progress reports, presentations and briefs for management, donors and stakeholders by compiling inputs, data and supporting documentation.
- Document lessons, challenges and good practices emerging from Forum-establishment activities for the Project Coordinator's review.

F. Logistics and Administrative Coordination

- Support procurement follow-up for workshop materials, event supplies and secretariat requirements, in coordination with the Operations function.
- Track and compile activity-related expenditure documentation (invoices, receipts, participant lists) to support budget monitoring by the Project Coordinator and Finance.
- Coordinate routine administrative requirements of the project, including correspondence, filing, scheduling and follow-up on approvals.
- Support the set-up of secretariat systems and administrative processes for the Federation Forum's ongoing operations.

G. Programme Quality, Safeguarding and Compliance Support

- Support adherence to organizational policies, procedures and safeguarding requirements in all project-related engagements and events.



- Flag quality, compliance or safeguarding concerns observed during project implementation to the Project Coordinator.
- Support maintenance of accurate, complete and audit-ready project and financial documentation in line with donor and organizational requirements.

H. Wider Programmes Department Support

- Provide administrative and coordination support to wider Programmes Department meetings, events and initiatives as assigned by the Project Coordinator or Programs Manager.
- Support maintenance of shared Programmes Department documentation, calendars and action trackers.
- Provide surge support to other Programmes Department projects during peak implementation periods, as directed by the Programs Manager, provided this does not compromise delivery of the Assistant's primary project responsibilities.
- Support the wider department in preparing programme reports, knowledge products and documentation of achievements, as required.

3. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Academic Qualifications

- Bachelor's degree in social sciences, public health, community development, project management or a related field. A diploma-level qualification combined with substantial relevant experience will also be considered.
- Training in project management or administration, event or logistics coordination, or office management will be an added advantage.

Professional Experience

- At least two years of relevant professional experience in project or programme support, administration or coordination, preferably within an NGO, donor-funded programme or membership-based organisation.
- Demonstrated experience organizing meetings, workshops or events, including logistics, scheduling and documentation.
- Experience maintaining project records, trackers or databases.
- Experience supporting stakeholder communication and coordination.



- Basic experience supporting monitoring, reporting or data-compilation processes.
- Exposure to the health, mental health or social-sector NGO environment will be an advantage.
- Persons with lived mental health experience are also highly advised to apply.

Core Competencies

- Strong organizational and planning skills, with the ability to manage multiple tasks, schedules and deadlines.
- High attention to detail and accuracy in documentation and record-keeping.
- Reliable, proactive follow-through on assigned tasks and agreed action points.
- Good written and verbal communication skills, including professional correspondence with member organizations and stakeholders.
- Sound working knowledge of Microsoft Office/Google Workspace and digital collaboration tools.
- Ability to work collaboratively within a team and take initiative within the scope of the role.
- Ability to work under pressure and manage competing priorities during peak activity periods such as workshops and launch events.

Application Process:

Interested candidates should submit their applications to hr@basicneedskenya.org on or before September 18th, 2026. Please include a cover letter, resume, and relevant certifications. Only shortlisted candidates will be contacted for interviews.

How to apply

Qualified candidates to apply via email hr@basicneedskenya.org clearly indicating the position they are applying for on the email subject as “**Project Assistant**” by COB 18th September 2026. Due to the urgency, application will be reviewed on a rolling basis.

NB: Only short-listed candidates will be contacted.

Basic Needs Basic Rights Kenya is an equal opportunity Employer and does not discriminate against applicants on any basis.