



*Supporting conservation through sustainable community development in the Maasai Mara.*  
P.O. Box 63794 Muthaiga 00619 Kenya

The Maa Trust ([www.themaatrust.org](http://www.themaatrust.org)) is a non-profit community trust in the Maasai Mara undertaking sustainable development projects in partnership with wildlife conservancies. We are seeking a highly skilled and experienced professional to join our team as **Women's Empowerment Coordinator**, to be based in the Maasai Mara.

#### **Scope of work:**

The Women's Empowerment Coordinator will be responsible for planning, executing, and overseeing all activities related to the Women in Leadership and Microfinance projects. This role requires project management skills, stakeholder engagement, excellent communication skills and a commitment to promoting gender equality and economic empowerment.

#### **Primary Responsibilities:**

Project planning and implementation:

- Develop detailed project plans, timelines, and budgets for Women in Leadership and Microfinance initiatives.
- Oversee the day-to-day execution of project activities to ensure alignment with organizational goals.
- Design and implement leadership development programmes for women, including training sessions, mentorship programs, and networking events.
- Provide support and guidance to entrepreneurs accessing microfinance services.
- Organize outreach programs and events to raise awareness and participation in Women in Leadership and Microfinance initiatives.
- Work with Monitoring and Evaluation department to develop and implement robust monitoring and evaluation frameworks to assess the impact of programmes.
- In collaboration with Monitoring and Evaluation team and the Head of Department, collect and analyze data to measure progress and identify areas for improvement.

Stakeholder Engagement:

- Foster a supportive and inclusive environment for women's professional growth and leadership.
- Collaborate with financial institutions and stakeholders to establish and manage microfinance programs.

Quality Assurance and Reporting:

- Submit quarterly and monthly reports to the Head of Department.
- Prepare donor reports.
- Document lessons learned and best practices for institutional learning.
- Write and submit reports from meetings and conferences.

#### **Requirements:**

**Education:** Degree in relevant field such as Development Studies, Gender Studies, Community Development, or Project Management.

**Experience:** Minimum of 3 years in a comparable role.

**Languages:** Maa, Swahili and English

#### **Competencies Required for this Role:**

- Good communication skills both written and oral
- Reliability and attention to detail
- Ability to work independently and as part of a team
- Strong ethics, integrity, sound, and logical judgment
- Excellent communication skills
- Should have established connections with gender-focused national and international institutions and individuals, showcasing an existing network within the field.

#### **Application Process:**

To apply, send your CV and cover letter to [recruitment@themaatrust.org](mailto:recruitment@themaatrust.org) by 25<sup>th</sup> March 2024. The title of the email should be the job title being applied for. Please include a minimum of three references and the cover letter should include your salary expectation. Unfortunately, only shortlisted candidates will be contacted.