



**InformAction Ltd**  
**Loresho, Kaptagat Grove**  
**Off Kaptagat Rd Gate No. 189**  
**P. O. Box 721-00606**  
**Nairobi, Kenya**

**VACANCY: FIELD COORDINATOR**

**Start Date:** Immediate

**Company:** InformAction

**Office:** Kisii Field Base

InformAction is a registered non-profit, field-based organization that uses film as a tool for social change in Kenya. InformAction's core principle is that sustainable, progressive, and democratic change requires an informed citizenry empowered to speak truth to power. It facilitates the organization of people who are educated and empowered to demand accountability and good governance from their leaders.

It achieves these objectives through film production, community screenings and organization.

**Objectives of the position:** InformAction is looking for a Field Coordinator to coordinate and facilitate community screening and civic action in Kisii region (Nyamira and Kisii Counties).

**Applicant Requirements**

- A Bachelors Degree in any field or commensurate experience. Management experience is an added advantage.
- At least five years experience in a relevant Civil Society Organization, with proven experience in civic activism /engagement in public affairs.
- Basic accounting skills.
- Have existing community action networks.
- Must be a resident/ embedded in the community.
- Proficiency in Swahili, English and Kisii languages
- Knowledge of the non-profit, human rights sector and a familiarity with the political, socio-economic and security contexts in Kenya and their effect on the situation of communities across Kenya
- Demonstrated commitment to ideals of political activism

**Personal Attributes and Skills**

- Excellent communication skills;
- Facilitation skills

- Computer literate
- Flexibility
- Resilience
- Teamwork
- Honesty
- Strong internal motivation and sense of initiative, and must be able to work without constant supervision;
- Sound political judgment;
- Commitment to InformAction's mission, vision and values

### **Submission of Application**

If you believe you are qualified for this position, submit a cover letter and resume/CV detailing your suitability for the post, including daytime telephone number and two references - preferably your current or previous line managers – to **info@informaction.tv**. Quote the title of the position you are applying for in the subject line. The deadline for applications is on or before 16<sup>th</sup> November 2018 at 5.30pm East African time. Only shortlisted applicants will be contacted.

Candidates should indicate current and expected salary.

### **Disclaimer**

*InformAction is an equal opportunity employer committed to ensuring diversity and gender equality within the organization, and will seek to recruit the most qualified person for the job, irrespective of race, color, marital status, ethnicity, disability, religion, gender, sexual orientation, or nationality. All qualified persons are encouraged to apply.*

Canvassing will automatically lead to disqualification