



WE ARE HIRING!

NAIROBI CITYZENS HUB COORDINATOR

Position: UrbanBetter Nairobi Cityzens Hub Coordinator

Location: Nairobi, Kenya

Organisation: Kounkuey Design Initiative (KDI)

Terms: Full-time contract, based at KDI, flexible working 2-3 days/week in office

Duration: 8 months with possibility of extension (subject to performance and funding)

Start date: Immediately

BACKGROUND

[UrbanBetter](#) is a rapidly growing Africa-led global social enterprise with a mission to accelerate healthy sustainable urban development in rapidly growing cities worldwide. Through our advocacy, practice and research pillars, we work to support efforts that ensure anyone living in or working on cities anywhere is empowered to make the urban better everywhere.

UrbanBetter's flagship advocacy initiative [UrbanBetter Cityzens](#) is a precision advocacy approach that harnesses the power of youth, the vitality of physical activity and the potential of citizen science. The mission is to equip and connect a youth-led movement to increase the demand for healthy climate-resilient public spaces and enhance youth participation in decisions that shape the future of their cities.

Through the establishment of UrbanBetter Hubs, we work in partnership with civil society organisations in key cities, as well as academic, public and private sector partners to implement innovative projects that aim to foster evidence-informed advocacy and participatory research.

Kounkuey Design Initiative (KDI) is a non-profit design and community development organization. We partner with under-resourced communities to advance equity and activate the unrealized potential in their neighborhoods and cities. We accomplish this mission through advocacy, research, planning, and built works.

KDI engages with local communities to create sustainable public spaces, improve access to essential services, and to collaborate to address urban challenges, while fostering community resilience and supporting youth as active agents of change.

UrbanBetter has partnered with Kounkuey Design Initiative (KDI) to set up the UrbanBetter Nairobi Cityzens Hub. The UrbanBetter Nairobi Cityzens Hub, hosted by [KDI](#), seeks a proactive, self-motivated and dedicated full-time Hub Coordinator to join our expanding team.

POSITION OVERVIEW

The UrbanBetter Nairobi Cityzens Hub Coordinator will play a pivotal role in driving the Cityzens initiative within Nairobi. The incumbent will act as a local coordinator and community liaison facilitating collaboration, ensuring effective project management and working with stakeholders spanning civil society, academia, youth, and public-private sectors, under the guidance of UrbanBetter management.

They will work at the UrbanBetter Nairobi Cityzens Hub, based at KDI. While embedded within the KDI team, the individual will work as a member of the UrbanBetter team, reporting to both the UrbanBetter and KDI management. They will also work closely with various stakeholders in Nairobi, including civil society organisations, youth, academia, and public and private sector partners in fulfilling UrbanBetter's mission.

RESPONSIBILITIES

The incumbent will lead Nairobi Hub activities including:

Operations and Management:

- Oversee the efficient operation of the UrbanBetter Nairobi Cityzens Hub, ensuring alignment with UrbanBetter's goals and strategies.
- Facilitate regular communication and collaboration to ensure the Hub's activities align with the broader UrbanBetter mission.
- Support the development of project budgets and financial plans, ensuring responsible financial management.
- Support for Nairobi-based procurement of goods and services.
- Assist with design and updating of resources for activities e.g., workshops and campaign tools.

Project Coordination:

- Coordinate the planning, implementation, and monitoring of multiple UrbanBetter projects within the Nairobi Cityzens Hub across the entire project lifecycle including milestones and deadlines, organising and documenting team and project meetings.
- Collaborate with local partners to mobilise, coordinate and implement projects, ensuring their successful execution, including (but not limited to) execution of at least two (data collection) activations and two campaigns for the period of the contract.
- Oversee workshop, activation and campaign logistics for UrbanBetter Cityzens.
- Ensure program operations and activities adhere to internal policies.

- Act as community manager for youth citizen scientists (including recruiting and retaining of 10 Run Leaders and at least 30 citizen scientists in Nairobi) and coordinate ongoing communication engaging through WhatsApp groups and social media.
- Coordinate UrbanBetter presence and participation at relevant local events and activities as mapped out as part of stakeholder engagement.
- Support KDI activities in Nairobi aligned with the UrbanBetter mission.

Stakeholder Engagement and Movement Building:

- Build, nurture and diversify relationships with local activity and strategic stakeholders, including youth, civil society organisations, government entities, private sector partners, and academia.
- Support growth of the Cityzens movement in Nairobi, recruiting Cityzens to join activations and campaigns, grow the number of Cityzens that complete Run Tracker and Run Leader training and that use the Cityzens app for advocacy.
- Facilitate communication between the Hub and external partners, maximising impact and identifying opportunities for collaboration and innovation.
- Support stakeholder and collaborator engagement in Nairobi and across sectors including experts from governments, international organisations, private sector, civil society, and academia.

Communication and Reporting:

- Prepare regular progress reports and updates for internal and external stakeholders (at least quarterly as required by funders and the UrbanBetter programme manager).
- Contribute to growing the social media following through maintenance and content creation for UrbanBetter's digital platforms, including social media accounts and website.
- Act as the Nairobi focal point for the UrbanBetter media/PR team to ensure website, blogs, and other public engagement materials are disseminated and ensure visibility of the work (supporting with generating at least 3 media stories with Cityzens mentions over the course of the project).
- Write blogs and assist and motivate Cityzens with writing blog posts and ensure effective dissemination of Hub activities and achievements.

Capacity Building:

- Provide support and guidance to Cityzens as Hub members, assisting with their onboarding, training, advocacy campaigns and capacity-building efforts.
- Contribute to scaling of people completing the Cityzens training and support ongoing monitoring of use of training resources.
- Organise training sessions, and knowledge-sharing events to enhance the skills and knowledge of Cityzens.
- To facilitate engagement with decision makers through participation at key events and disseminating of Cityzens' Precision Advocacy outputs to key stakeholders.

MINIMUM REQUIREMENTS

- Bachelor's degree in a relevant field, such as urban studies, environmental science, public health, or a related discipline.
- Proven experience in project coordination, youth-led advocacy, and stakeholder engagement.

REQUIRED COMPETENCIES

Technical:

- Strong organisational and administrative skills with the ability to manage multiple tasks and projects simultaneously.
- Experience with project coordination, advocacy, and stakeholder engagement
- Excellent communication skills, both written and verbal, in English.
- Proficiency in using digital collaborative tools and platforms and social media skills.
- Good written communication and verbal presentation skills in English, with experience with technical reports.
- Demonstrated ability and confidence in communicating with diverse stakeholders across public and private sectors.

Knowledge and Experience:

- Passion for physical activity in general and running in particular.
- An interest in youth engagement and participation.
- Passion for urban health, climate justice, sustainable development, and advocacy.
- Knowledge of Nairobi's urban dynamics and challenges.
- Excited about the potential to leverage physical activity (running/walking) for advocacy.

Behavioural Attributes

- Entrepreneurial mindset and self-starter who enjoys working in a collaborative and fast-paced environment.
- Ability to work independently and to deliver to the highest standards and to agreed deadlines.
- Strong interpersonal skills and the ability to work as part of a team and to build strong relationships and networks.
- A professional attitude, detail oriented and results driven.

Added advantages and preferences

- Additional qualifications in project management or administration.
- Experience working with youth-led initiatives or programs.

REMUNERATION

- Competitive salary within the range of 45,000 KES - 50,000 KES per month commensurate with qualifications and experience.
- Data costs for working from home will be compensated.

APPLICATION PROCESS

Interested candidates should send the following documents to mailkenya@kounkuey.org and cc jobs@urbanbetter.science using **Email Subject title: Nairobi Cityzens Hub Coordinator**

- Comprehensive CV.
- Motivation letter outlining:
 - your relevant experience with the required competencies outlined.
 - your interest in the role and motivation for applying.
 - how you found out about the position
- Contact details of two referees with permission to be contacted, specifying your relationship to each referee.

Application Deadline: Tuesday, 7th January 2025, 17h00 EAT

Please note that incomplete applications or those received after the deadline will not be considered.

Enquiries:

For any inquiries regarding the role or application process, please contact mailkenya@kounkuey.org and cc jobs@urbanbetter.science