



JOB ADVERTISEMENT

Job Title: Project Officer – Gender Justice and Economic Empowerment Project

Vacancy: 1 position

Duty Station: Bungoma County

Reports to: Program Coordinator

Salary Scale: Kshs.60,000- Kshs.68,205

BACKGROUND

Anglican Development Services Western is a church-based development organization whose aim is to facilitate poor rural communities in Western Kenya to realize sustainable socio-economic development. ADSW is the development arm of the six (6) dioceses of the Anglican Church of Kenya Western Province. These dioceses are Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale. ADSW in partnership with World Renew Kenya is implementing the **Gender Justice and Economic Empowerment Project** which aims to reduce gender inequality, eliminate gender-based violence (GBV), and promote economic empowerment among vulnerable populations in Bungoma County. The project will engage women, youth, persons with disabilities (PWDs), and men in transformative activities that challenge harmful cultural norms, enhance access to justice, and build sustainable livelihoods through Village Savings and Loans Associations (VSLAs).

Job Purpose: ADS-W is seeking to recruit a Project officer to be based in Bungoma who shall report to the programmes coordinator. He/she will contribute to the advancement of gender justice by coordinating project activities, engaging stakeholders, and ensuring that interventions are inclusive, rights-based, and responsive to the needs of marginalized groups—especially women, girls, and gender-diverse individuals. He/she will support the effective planning, implementation, monitoring, and reporting of project activities that promote gender equality and social justice. He/she will also ensure that resources are optimally utilized and properly accounted for, project objectives are being addressed and that project successes are documented and managed.

Duties & Responsibilities

- Ensure preparation and execution of effective annual work plans with budgetary provisions and breakdown annual work plans into doable activities i.e. weekly, monthly and quarterly plans.
- Enhance program quality by ensuring activities are implemented in accordance with project design and timelines
- Work closely with the relevant line ministries, government agencies and other stakeholders while adhering to the government guidelines
- Coordinate and plan the gender sensitization forums, safeguarding trainings, and advocacy campaigns.
- Support the formation and mentorship of VSLAs and micro-enterprise development.
- Coordinate with community-based trainers (CBTs), local leaders, and stakeholders.



- Monitor and evaluate project progress, ensuring timely data collection and reporting.
- Promote inclusive participation of women, youth, and PWDs in all project components.
- Document learnings, success stories, and best practices for dissemination.
- Represent ADS-W in local forums and stakeholder engagements.
- Create and maintain comprehensive project documentation, plans and reports.
- Coordinate project and people management activities, resources, equipment and information; including monitoring and evaluation to advise on the projects progress and direction
- Oversee project procurement management and monitor project progress while handling any issues that arise.
- Ensure safeguarding of organization image, resources assigned and organizational policy through accountability.

Qualifications and experience

- Bachelor's degree in Gender Studies, Community Development, Social Work, or related field.
- Minimum 3 years of experience in implementing gender justice or economic empowerment projects.
- Strong understanding of GBV prevention, safeguarding, and inclusive development.
- Experience working with VSLAs, youth, and marginalized groups.
- Excellent facilitation, communication, and community mobilization skills.
- Fluency in English and Kiswahili; knowledge of local languages is an added advantage.
- Proficiency in Microsoft Office and digital data collection tools.

Desirable Attributes

- Passionate about gender equality and social justice.
- Culturally sensitive and able to work in diverse community settings.
- Strong team player with the ability to work independently.
- Willingness to travel frequently within the project area.
- Compatibility with ADS's Mission, ethos, policies and core values.
- A strong aptitude for organizational change, participatory and servant leadership, innovation, learning and team building.
- Excellent conflict resolution skills.
- Ability to develop cross cultural relationships.



Interested applicants are encouraged to submit required documents addressed to the chief executive officer via [link](#) attached below by **26th September 2025** and not later than 5:00PM EAT (Link to application <https://forms.gle/WzXANPeS5AAuhmNB7>)

Mandatory requirements: Cover letter in PDF specifying how you meet the mandatory requirements and what you hope to bring to ADS-W (2 pages max), academic qualifications, relevant training and an updated CV in PDF

Women, youth and Persons with disabilities are encouraged to apply
Please note, only shortlisted candidates will be contacted.
Take note of the salary scale available for the position.