



Vacancy Announcement

Twajibike is a community-driven initiative dedicated to fostering sustainable natural resource management while promoting accountability, transparency, and active citizen engagement in governance. We are currently seeking passionate and qualified individuals to join our team in the following positions:

1. Finance and Administration Officer (1 position)

The purpose of the position is to oversee and coordinate the financial, administrative and procurement functions at Twajibike. The officer will be also responsible for smooth and efficient functioning of the organization's operational systems, ensure that organizational processes are efficient and effective and guarantee proper management of overall finance and administration matters. The Officer under this position shall offer support to the financial accounts functions, preparation of financial briefs or reports in line with reporting requirements and execution of specific administrative and procurement functions.

Key Responsibilities:

- Assist in managing day-to-day financial transactions and records
- Oversee and coordinate the preparation of the annual budget, reporting and statutory compliance processes
- Follow up and advise budget holders and ensure that the budget is being adhered to
- Maintain accurate documentation and filing systems
- Coordinate Twajibike audit processes
- Efficiently manage all external contracts and ensure that all organisations expenditure is correctly authorised and accounted for
- Coordinate all procurement processes and requests
- Ensure all financial, procurement and administrative records are well done, organised and safe

Minimum Qualifications:

- Diploma or bachelor's degree in finance, Accounting, or related field
- Certification in professional accounting qualification CPA-K or ACCA is highly desirable
- Proficiency in MS Excel and basic accounting software
- Strong attention to detail and integrity

2. Program Assistant (2 Positions)

The overall purpose of the role is to provide program support and project implementation particularly in the areas of natural resource governance, environmental sustainability, policy advocacy, corporate accountability.

Key Responsibilities:

- Ensure that programme objectives are met given available resources
- Organize and execute programs/project activities in accordance with the mission and goals of the organization
- Develop activity implementation concepts, budget and operating plan for a project
- Engage with stakeholders and community members
- Prepare policy briefs, publications for policy engagement and advocacy
- Ensure effective communication for programme/project teams, share updates during the programme/project staff meetings
- Represent Twajibike at various meetings and stakeholders' engagement as appropriate
- Support in the development of fundings concepts, proposals and follow-up
- Prepare activity, program, project and institutional periodic reports

Minimum Qualifications:

- Diploma or bachelor's degree in social sciences, Development Studies, or related field.
- At least 2 year of experience in project implementation or community engagement.
- Excellent communication and organizational skills
- Analytical skills and proficiency in report writing
- Must be computer literate

Advocacy and Communications Officer (1 position)

The purpose of the position is to assist in the Advocacy and Communication functions and be responsible for effective and efficient information and communication solutions internally and externally in line with Twajibike's mandate. The officer shall develop and implement effective communication, outreach, and campaigns strategies for both internal and external audiences and manage multi-channel communication outlets including but not limited to print media, publications. Social media, electronic media, conferences, presentations etc. The officer shall also prepare, and issue press releases, coordinate regular blog postings and working with program staff issue briefs.

Key Responsibilities

- Take charge of and execute all communication issues for the organisation
- Keep abreast with global initiatives, national and local issues that relate to Twajibike work and link with the rest of organisation on emerging areas to pick up as organisation
- Ensure the integration of communications and media work in all aspects of Twajibike programming and interventions
- Develop and ensure implementation of a clear communications and media protocol for the organisation
- Develop and sustain relationships with the media houses and actors including social local and national media
- Take lead in crafting communication and advocacy messages in coordination with the leadership and other relevant program staff
- Maintain consistent update and upgrade of Twajibike's website, social media pages ensuring their are always active and engaging

- Support the conceptualisation, development and design of external communication including publications, briefs, blogs, podcasts, branding merchandise etc
- Ensure all publications produced by the organization maintain common branding
- Monitor media in relation to Twajibike work and identify possible opportunities

3. Community Volunteers

Twajibike values community volunteers as they play a vital role in supporting community initiatives by willingly contributing their time, energy, and skills to advance a meaningful cause within the community. Driven by a spirit of service and a commitment to positive change, Twajibike is looking for a community volunteer. The volunteers will engage directly with local issues and contribute to service as they also encounter a powerful learning experience and practical knowledge.

Key Responsibilities:

- Support in various research tasks and analyses
- Support in developing various think pieces on various relevant topics
- Mobilize community members for participation in Twajibike activities
- Support data collection and feedback processes
- Support in report writing processes

Minimum Qualifications

- Have finished a university/colleges or still in college or university
- Demonstrated interest in community work or service
- Good interpersonal and communication skills.
- Demonstrable research and analytical skills
- Proficient in using computer

Application process

The interested candidates are requested to submit their application online as a single PDF document addressed to info@twajibike.org not later than **October 24, 2025 at 5.00pm**. The application document should include cover letter and updated CV with at least three referees. The email subject Line should clearly the position you are applying. You are highly encouraged to review and proof-read you application papers clarity and completeness before submission. Incomplete applications and those sent after the said deadline shall not be considered. Please note that only shortlisted candidates will be contacted.