



MINISTRY OF YOUTH AFFAIRS,  
CREATIVE ECONOMY AND SPORTS



## JOB OPPORTUNITY: PROJECT ASSISTANTS – NYOTA PROJECT

### Positions Available:

1. Project Assistant – Monitoring & Evaluation (M&E)
2. Project Assistant – Research & Innovation/ Data Analytics
3. Project Assistant – Information and Technology (IT)
4. Project Assistant – Fine Art and Music
5. Project Assistant – Procurement
6. Project Assistant – Accounting
7. Project Assistant – Communication (Electronic Media/Public Relations)

**Application Deadline:** 28<sup>th</sup> July, 2025

**Contract Type:** One year Contract

**Ref No.:** NYOTA/01/PA/25

### About the NYOTA Project

The National Youth Opportunities Towards Advancement (NYOTA) is a Government of Kenya (GOK) project financed by the World Bank. The project objective is to increase employment, earnings and promote savings for targeted youth. The **State Department for Youth Affairs and Creative Economy (SDYACE)** is the coordinating agency of the project, whose main objective is to ensure the project objectives and its implementation align with the government's agenda on youth employment. The State Department is implementing a market-driven technical skills development aspect through **On-the-Job Experience** with the aim of improving youth employability, preparing them for certification and job placement to address labour supply constraints caused by skills mismatch. It is also charged with enhancing youth employment systems in various levels of government, strengthening monitoring, evaluation and reporting systems to ensure efficiency in government service delivery. The interventions are geared towards including vulnerable youth, aged 18— 29 years and up to 35 years for PWDs in national socio-economic development.

To strengthen implementation, we are seeking to engage young, energetic, committed, and tech-savvy Project Assistants as Interns to support key functions across the Project Management Unit (PMU).

### 1. Project Assistant – Monitoring & Evaluation (M&E)

#### *Key Responsibilities:*

- i. Support data collection, entry, and cleaning.
- ii. Assist in administering surveys, tools, and feedback mechanisms.
- iii. Compile and submit monthly reports.
- iv. Track and document various project interventions and youth engagement data.
- v. Support learning and review sessions.

*Minimum Qualifications:*

- i. Diploma or Degree in Monitoring and Evaluation, Project Management, Development Studies, Statistics, or a related field.
- ii. At least 1 year of relevant experience in data collection, reporting, or project monitoring (internships/volunteer work included).
- iii. Knowledge of M&E tools, frameworks, and indicators.
- iv. Proficiency in data analysis software (e.g., Excel, KoboToolbox, SPSS, or Power BI) is an added advantage.
- v. Strong report-writing and analytical skills

**2. Project Assistant – Research & Innovation (Data Analytics)**

*Key Responsibilities:*

- i. Support data gathering and documentation.
- ii. Assist in piloting and documenting innovative practices.
- iii. Draft briefs and summarize findings from youth engagement research.
- iv. Maintain research files and innovation logs.

*Minimum Qualifications:*

- i. Diploma or Degree in Social Sciences, Statistics, Economics, Data Science, Research Methods, or related fields.
- ii. Experience in data entry, surveys, or field research (including attachments or volunteer roles).
- iii. Familiarity with data collection platforms (e.g., ODK, SurveyCTO) and analysis tools (e.g., Excel, R, Stata, SPSS).
- iv. Strong analytical mindset and ability to interpret data.
- v. Ability to prepare simple research summaries and reports

**3. Project Assistant – Information and Technology (IT)**

*Key Responsibilities:*

- i. Provide basic IT support during training and outreach events.
- ii. Update digital platforms and support online applications.
- iii. Maintain electronic records and assist in issuing digital certificates (e.g., Skill Craft).
- iv. Help train project officers and youth in digital tool usage.
- v. Troubleshoot basic software and hardware issues.

*Minimum Qualifications:*

- i. Diploma or Degree in Information Technology, Computer Science, or related field.
- ii. Experience in basic hardware/software support, networking, or database management.
- iii. Knowledge of productivity and collaboration tools (e.g., MS Office, Google Workspace, Zoom, etc.).
- iv. Ability to support digital communication platforms and manage tech logistics during trainings/events.
- v. Any certification in IT support, web development, or cybersecurity is an added advantage.

**4. Project Assistant – Fine Art and Music**

*Key Responsibilities:*

- i. Supporting creative expression workshops and talent showcases
- ii. Assisting in coordination of training, exhibitions, and performances
- iii. Mobilizing youth artists and musicians in target areas
- iv. Documenting art/music development journeys

*Minimum Qualifications:*

- i. Diploma or Degree in Fine Arts, Music, Creative Arts, or related fields.
- ii. Evidence of active involvement in the arts (e.g., portfolio, exhibitions, performances, etc).
- iii. Skills in organizing youth-centered creative events or workshops.
- iv. Ability to support talent development

## **5. Project Assistant – Procurement**

*Key Responsibilities:*

- i. Assist in preparing procurement documents and tracking deliveries.
- ii. Maintain inventory and manage supplies during project activities.
- iii. Support vendor follow-up and filing of procurement records.
- iv. Organize logistics for county-based project activities.
- v. Ensure compliance with procurement and financial procedures.

*Minimum Qualifications:*

- i. Diploma or Degree in Procurement, Supply Chain Management, Logistics, or related field.
- ii. Relevant training in procurement regulations (especially in public sector) is an advantage.
- iii. Familiarity with inventory management and supplier engagement processes.
- iv. Basic knowledge of procurement documentation, filing, and tender procedures.

## **6. Project Assistant – Accounting**

*Key Responsibilities:*

- i. Supporting financial reporting and budget tracking
- ii. Managing petty cash and expense records
- iii. Assisting in procurement and accountability processes
- iv. Ensuring compliance with financial policies and audit requirements

*Minimum Qualifications:*

- i. Diploma or Degree in Accounting, Finance, or Business Administration (Accounting option).
- ii. Minimum of CPA II or equivalent certification.
- iii. Basic knowledge of financial systems, petty cash management, and reconciliation.
- iv. Familiarity with public finance management procedures and reporting standards.
- v. Proficiency in MS Excel and accounting software (e.g., QuickBooks or Sage) is an added advantage

## **7. Project Assistant – Communication (Electronic Media and Public Relations)**

*Key Responsibilities:*

- i. Creating/engaging digital and print content for the project
- ii. Supporting media coverage and event documentation
- iii. Managing social media platforms and youth engagement
- iv. Writing press releases and success stories

*Minimum Qualifications:*

- i. Diploma or Degree in Communication, Journalism, Public Relations, Media Studies, or related field.
  - ii. Skills in writing, content creation, or visual storytelling.
  - iii. Experience in social media management, graphic design, photography, or video editing.
  - iv. Ability to prepare press releases, newsletters, and event coverage materials.
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### **Minimum Requirements for All Positions**

- i. At least 1 year of relevant experience (volunteering/internship is acceptable).
  - ii. Strong ethics and attention to detail required.
  - iii. Excellent interpersonal, communication and organizational skills.
  - iv. Proficiency in Microsoft Office and digital tools.
  - v. Demonstrated commitment to youth development and community work.
  - vi. Ability to work with minimal supervision.
  - vii. Willingness to work with persons from diverse.
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### **How to Apply**

Submit your **CV**, **testimonials** and a **Cover Letter** on or before **28<sup>th</sup> July, 2025** indicating your preferred position (e.g., *Project Assistant – ICT*)

Through email address [info@nyotaproject.go.ke](mailto:info@nyotaproject.go.ke);

or deliver to

**Bruce House**  
**3<sup>rd</sup> Floor Northern Wing**  
**Standard Street**  
**Nairobi**

or send by post office addressed to:

**The National Project Manager,**  
**National Youth Opportunities Towards Advancement**  
**P.O. Box 34303 – 00100**  
**Nairobi**

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews. Providing false documentation is a criminal offence that attracts three years' imprisonment under section 347 of the Penal Code (Cap. 63)

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