



Position: Planning Coordinator - Risk and Resilience (Full Time)

Organization: Kounkuey Design Initiative (KDI)

Beginning: Immediately

Office Location: Nairobi, Kenya

Project Locations: Kenya and International

Discipline: Urban Planning, Engineering, Community Development, Disaster Risk

Closing date: Monday 5th March

Position Summary

Kounkuey Design Initiative (KDI) is currently seeking a talented individual with experience in Risk and Resilience work and a passion for community-driven development to join our Kenya office. The Planning Coordinator will take on a leading role in a number of new and exciting projects on Risk and Resilience. This is a key position within an innovative, dynamic, and growing international organization. Working in very challenging but rewarding contexts, the ideal candidate will be committed to community development, flexible in their approach, and excited to take on the challenge of developing KDI's planning and research capacity, both in Kenya and internationally.

Organization Profile

KDI is a non-profit design and community development organisation. We partner with under-resourced communities to advance equity and activate the unrealised potential in their neighbourhoods and cities. We accomplish this mission through advocacy, research, planning, and built works.

KDI began operating in 2006 in Kibera, an informal settlement in Nairobi. The resilience displayed by residents in the face of extreme social and environmental challenges has been the inspiration for our work there ever since. With

Kounkuey Design Initiative

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the right support and resources, local knowledge can inform positive adaptation and even the transformation of physical and social structures in the face of long-term stresses, change, and uncertainty. KDI's Kibera Public Space Project – built in partnership with residents – has become a living laboratory for collaborative and co-produced solutions to local environmental and socioeconomic challenges.

In the last few years, KDI has developed a strong portfolio of projects within the evolving Risk and Resilience sphere, working with partners such as IDEO.org, The Rockefeller Foundation, The Swiss RE Foundation, DFID, SIDA and the Stockholm Resilience Centre. All of our collaborations have one thing in common – they place residents at the centre of discussions on resilience. In KDI's experience, residents often understand the complexities of the issues they face far better than any outsider, and in many cases, have already identified viable solutions to those problems. Our approach to research is to involve residents and community partners in both the design and delivery of research, and to emphasize participation and action based on the findings. Whether we are designing action-research to develop a small Productive Public Space project, or a citywide advocacy campaign, collective inquiry and experimentation grounded in residents' experience are at the centre of the process.

Our strategic aim in the next three years is to leverage our built work into scaled policy impact – both in the US and Kenya, and in the broader discourse on poverty alleviation, slum upgrading, community engaged design, and environmental remediation. The research projects that we are currently undertaking support grounded action in the communities we work in while offering learning and policy lessons for local, national, and international decision makers involved in the sustainable urban development agenda.



Job Responsibilities

The Planning Coordinator will be **responsible for:**

- Overall design and delivery of KDI's Risk and Resilience project activities in Kenya and internationally, in collaboration with the senior management team;
- Designing and facilitating creative and engaging workshops with residents, civil society, government partners, and international collaborators;
- Designing and delivering research and data collection to support Risk, Resilience and Research projects in Kenya and internationally
- Representing the organization in public settings, disseminating project findings and outcomes, and managing client and donor relationships;
- Providing management support to Associate level staff for Risk, Resilience and Research project planning and delivery planning;
- Close collaboration across Research, Design, and Community teams in Kenya and facilitating seamless communication between KDI and community partners;
- Engaging in impact evaluation design, performing data collection, and maintaining project statistics with support from the wider team;
- Supporting KDI Kenya business development for Risk, Resilience and Research projects;
- Participating in significant international travel;
- Collaborating with US and Sweden offices as required on projects and business development.

Desired Profile

Ideal candidates will have the following specific **skills and qualifications:**

- Masters level education with several years of professional experience preferred
- Professional experience touching on one or more of the following sectors required: Urban Planning, Disaster Risk Management, Resilience



- Significant experience designing and facilitating collaborative workshops, surveys, and data collection
- Data management and analysis experience preferred
- Experience with budgeting and financial management
- Substantial experience with GIS software (Q or Arc)
- Proficiency in Microsoft Word and Excel, Adobe Creative Suite a plus
- Background working with a community development or non-governmental organization, and a commitment to community and field work
- Spoken Kiswahili a plus

Ideal candidates will have the following general **attributes**:

- Ability to manage and coordinate delivery on multiple projects
- Strong team player and active collaborator
- Proven ability to work effectively with diverse populations
- Excellent written and verbal communication skills, including public speaking, facilitation, and training

Application Procedure

Interested parties should submit (1) a cover letter that includes relevant experience, achievements, and interest; (2) a CV; and (3) a sample of previous work (e.g. excerpt of writing, project report, or portfolio) in PDF format. References will be required at interview stage.

Please note that we will only accept electronic submissions and will only contact the most qualified applicants to schedule a formal interview.

Please submit application materials electronically to **Joe Mulligan** (KDI Associate Director) using the following email address: kenyajobs@kounkuey.org and write "**Planning Coordinator – Risk + Resilience Application**" in the Subject Line.

Deadline for Applications: **Monday 5th March**