



Position: Architecture Design Coordinator (Full Time)

Open to: Architects

Beginning: Immediately

Office Location: Nairobi, Kenya

Project Locations: Kibera, Nairobi

Organization: Kounkuey Design Initiative (KDI)

Closing date: Open until filled

Position Summary

KDI is an award-winning non-profit design and community development organization currently seeking a dynamic design professional to support our growing Nairobi office. The ideal candidate would be passionate about participatory community development, design and planning with a number of years leading design, construction and community projects. The successful candidate would lead community planning, design and construction activities for KDI's ongoing projects in Kibera and Nairobi as a key member of the offices design and construction team.

Job Responsibilities

- Provide coordination and direction on architectural design to the KDI team for the delivery of KDI projects.
- Work closely with the community KDI Community team and lead engagement with KDI's community partners for the co-development of Productive Public Spaces and other projects in Kibera, Nairobi and the wider region.
- Lead community partners through participatory design processes and design investigation exercises which focus on developing innovative and appropriate techniques, details and materials.
- Develop concepts based on community design workshops, in conjunction with the wider design team.



- Produce drawings from initial schematic design through construction documents based on community design workshops, in conjunction with design team.
- Develop BOQ for design costing, in conjunction with the wider design team.
- Lead permitting processes and engage with governmental partners as required.
- Construction administration and on-site supervision of site works.
- Lead the development of physical maintenance guidelines for projects in coordination with the wider design team.
- Work on multiple design and construction projects simultaneously.
- Work in the field for significant periods as required by construction schedule.
- Direct liaison with community partners on design issues, developing a positive relationship of trust with community.
- Support dissemination and advocacy program including production of maps, graphics, images, presentations, narratives and write-ups for various audiences/applications.
- Collaborate and contribute to other KDI projects in Kenya and internationally as required.

Desired Profile

Talents and Skills

- Strong conceptual design ability and advanced graphic presentation skills.
- Flexibility, adaptability, quick thinking.
- Strong written and verbal communication skills.
- Enthusiastic commitment to a multidisciplinary design process and team environment.
- Perceptive with the ability to listen, interpret and address team and community needs.



- Can live and work in Nairobi, with significant field time in Kibera.
- A passion for creating transformative places and working collaboratively with people from all walks of life.
- Ability to apply previous knowledge, experience and expertise to a dynamic context and process.

Preferred Experience

- University Degree or Masters in Architecture.
- Strong conceptual design ability and advanced graphic presentation skills.
- Strong and versatile portfolio of projects rooted in community development.
- Experience working in teams on design and construction phases of projects.
- Experience with community work in challenging environments, in particular experience working in informal settlements.
- Proven ability to innovate, collaborate and deliver as part of a team.
- Proven experience in design investigation for development of innovative and appropriate design techniques and details.
- Spoken Kiswahili a plus.
- Strong references.

Application Procedure

Interested parties should submit (1) a cover letter that includes relevant experience, achievements, and interest in social development; (2) CV; and (3) a portfolio that includes design projects, duration of design, and project description in PDF format (including examples of written work).



Please note that we will only be accepting electronic submissions and will only be contacting the most qualified applicants to schedule a formal interview. References will be required at interview stage.

Please submit application materials electronically to **Joe Mulligan** (Associate Director, KDI) using the following email address: kenyajobs@kounkuey.org

Please use “Architecture Design Coordinator Application” in the Subject Line.

Deadline for Applications: **Open until filled**

All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.