



Position: Planning and Research Coordinator (Full Time)

Organization: **Kounkuey Design Initiative (KDI)**

Proposed start date: **7th January 2019**

Office Location: **Kenyatta Market, Nairobi, Kenya**

Project Locations: **Kenya and International**

Disciplines Sought: **Urban Planning, Engineering, Community Development, Disaster Risk, Research**

Closing date: **Friday 23rd November**

Firm Profile

Kounkuey Design Initiative (KDI) is a non-profit design and community development organization that was founded in 2006. We partner with under-resourced communities to advance equity and activate the unrealized potential in their neighborhoods and cities. KDI works with community members to improve social, economic and physical conditions in diverse settings. Formed in 2006 in Nairobi, KDI now also has offices in California and Stockholm.

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 and SIDA. 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 and planning 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.

Position Summary

Our Nairobi based team is looking for a Planning and Research Coordinator with a background and 3 or more years' professional experience in the built environment sector with interest and experience in risk and resilience issues. Skills and interest in applied-research,



including data collection and analysis techniques, mapping skills and reporting are required.

As a Planning and Research Coordinator, you would support ongoing and future projects that seek to co-develop research with vulnerable communities in neighborhoods of Nairobi and other cities in the areas of risk and resilience. Among others these would include an ongoing action research project on “Community Responsive Adaptation to Flooding” funded by the Swedish Research Council, and DARAJA (Developing Risk Awareness Towards Joint Action), a DFID funded project on communicating risk to extreme weather events for informal settlement residents.

A summary of the roles and responsibilities for the coordinator level position is given below:

Project and Program Management and Delivery (~70%)

- Support projects, jobs, and tasks for KDI Kenya’s resilience and risk related projects and programmes in Kibera.
- Liaise with Project Leaders and Project Directors to support work planning, resourcing, and budgeting across Departments.
- Input to quarterly and annual work planning as requested.
- Implement and uphold operational standards in collaboration with Office Directors, Senior Coordinators and Coordinators.
- Support engagement with KDI’s community partners for relevant projects and programs.
- Reporting to Research Director and working closely with the Planning Department.
- Coordination with Global Team as required.

- Specific responsibilities would include:
 - a. Coordinating survey design and delivery
 - b. GIS Mapping (skills in ArcGIS or QGIS preferred)
 - c. Training and managing enumeration teams working on KDI research related work in Kibera
 - d. Managing data collection and analysis for KDI projects
 - e. Providing spatial planning and spatial data analysis support as required.
 - f. Preparing various written outputs e.g. sections of reports, analysis, presentations.
 - g. Supporting project adherence to research and planning protocols including design, data management, protocols, ethics and overall timelines and deadlines



- h. Providing technical inputs to community related work as appropriate to professional background and skills
- i. Supporting the design, facilitation and creation of engaging community workshops, focus group discussions and training
- j. Supporting data recording and input management for community workshops including taking detailed minutes, report writing, photo documentation, etc.

Human Resources Management (~10%)

- Support and advocate own capacity strengthening within scope of Professional Development support.
- Responsible for submitting vacation, sick leave, preparing for evaluations.

Financial and Administration Management (~10%)

- Provide input to overall project and office budgets together with Office Directors as requested.
- Work in compliance with KDI financial procedures and the finance team and mentor line.

Public Relations and Communications (~5%)

- Contribute to media, social media, org. communications, and academic publications as required by Office Directors and Global team.
- Be an advocate for responsive design, research and community development in Nairobi and further afield.
- Be available for regional and international travel as required.

Fundraising, Development, and Strategic Planning (~5%)

- Contribute to KDI Kenya's fundraising and meeting with funders and prospective funders as requested.

Desired Profile

Ideal candidates will have the following specific skills and qualifications:



- Masters level education with three or more 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
- Good spoken and written Kiswahili preferred

You will be reporting directly to the Research Director, as well as receiving support from the Planning Coordinator and Associate Director.

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 that you are proud of (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 **Vera Bukachi** (KDI Kenya Research Director) using the following email address:

kenyajobs@kounkuey.org and include "Planning and Research Coordinator Application" in the Subject Line.

Deadline for Applications: Friday 23rd November