



JOB OPPORTUNITY

Project Assistant

The Eastern Africa Farmers Federation (EAFF) is looking to recruit a Project Assistant to fill the position for the Project Assistant.

LEVEL	Degree
FIELD(S)	Agriculture, Agricultural Economics, Public Policy, Development Studies or related field
EXPERIENCE	Preference will be given to those with experience in NGOs
LOCATION	Based in Nairobi
CONTRACT & START	1-year contract, with possibility of extension. Desired start: as soon as possible.

Duties and Responsibilities

- Assist in planning, coordinating, and monitoring project activities
- Prepare and maintain project schedules, reports, and documentation
- Organize meetings, prepare agendas, take minutes, and follow up on action items
- Track project timelines, deliverables, and milestones
- Maintain accurate project records, files, and databases
- Coordinate communication between project team members, clients, and stakeholders

Requisite Knowledge, Skills and Abilities

- Bachelor's degree in Business Administration, Project Management, or a related field
- Previous experience in project coordination or administrative support is an advantage
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Familiarity with project management software is desirable

HOW TO APPLY

Send your application letter and CV to hr@eaffu.org by **28th September 2026**.

Applications will be reviewed and interviews conducted on a rolling basis to identify appropriate candidates as soon as possible.