



1 in 4 people do not have access to electricity

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*



## JOB DESCRIPTION: PROJECT COORDINATOR

- Job Location:** Nairobi
- Reporting to:** Senior Manager: Project Management Africa
- Direct Reportees:** None

### **Position Description:**

The job holder will be responsible for the coordination of resources, meetings, and information. They will organize projects with the goal of getting them completed within signed off time, budget and scope.

### **R&Rs**

- Developing, maintaining and monitoring project plans and project schedules,
- Organizing, attending and participating in stakeholder meetings,
- Coordination and follow-up of project tasks and actions,
- Documenting and following up on important actions and decisions from meetings,
- Preparing necessary presentation materials for meetings,
- Ensuring project deadlines are met,
- Providing administrative support as needed,
- Undertaking project tasks as required,
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project,
- Assess project risks and issues and provide solutions where applicable,
- Create a project management calendar for fulfilling each goal and objective.

### **Desired Skills and Experience**

- A degree in Business Management or a related field is required
- Minimum of 2-3 years' experience and knowledge of both theoretical and practical aspects of project management
- Professional certification in Project Management field is required (e.g. Prince 2, PMI, etc.)
- Strong mindset for continuous improvement and meeting or exceeding expectations and able to demonstrate complete discretion and confidentiality
- Superior verbal and written communication skills, with an emphasis on tact and diplomacy
- Business driven, people focused, with exceptional influencing skills; Excellent organizational, multi-tasking, presentation and time-management skills



**1 in 4 people do not have access to electricity**

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*

- Ability to analyze data and identify trends to solve business problems
- Passion for social enterprise, development of people and environmental benefits

**How to apply:**

Candidates who meet the requirements should submit their CV and cover letter to: [hr.africa@dlight.com](mailto:hr.africa@dlight.com) before **6<sup>th</sup> November 2020**.

For more details about the opportunities, visit our careers page on our website: [www.dlight.com](http://www.dlight.com)

**About us:**

d.light is a global leader and pioneer in delivering affordable solar-powered solutions designed for the two billion people in the developing world without access to reliable energy. d.light provides distributed solar energy solutions for households and small businesses that are transforming the way people all over the world use and pay for energy. Through four hubs in Africa, China, South Asia and the United States, d.light has sold over 20 million solar light and power products in 70 countries, improving the lives of over **100 million people**. d.light is dedicated to providing the most reliable, affordable and accessible solar lighting and power systems for the developing world. For more information, visit: [www.dlight.com](http://www.dlight.com)

