



backing local change.

POSITION DESCRIPTION

Impact Officer - Kenya

POSITION TYPE

Part-time 0.6FTE

REPORT TO

Country Director

The impact officer is a newly created role and will be part of the ygap Kenya team. You will be working with a team that believes social entrepreneurship is a solution to lifting people out of poverty, and have the chance to interact with inspiring social changemakers.

As an organization, ygap is continuously learning and growing. The impact officer will act as a key driver in growing our monitoring and evaluation of our impact, and will have the opportunity to strengthening how we collect and communicate what we do.

ABOUT YGAP

Ygap is an international development not-for-profit with an innovative approach to alleviating poverty.

We back innovative impact ventures led by local people in some of the world's toughest communities.

This is the most effective and sustainable way to tackle poverty; local impact entrepreneurs deeply understand the unique challenges of their communities and are best placed to develop impactful solutions.

Ygap provides the opportunity, training, funding and the ongoing support to grow social impact ventures and lift communities out of poverty.

We work across Africa, SE Asia, the Pacific and Australia. To date, we have improved the lives of close to 600,000 people living in poverty.

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

OUR VALUES

Humility

It's not about us, it's about the people we serve.

Empathy

We genuinely care about the work we do

Integrity

We work like everyone is watching

Effectiveness

We make decisions and then get things done

Innovative

We challenge assumptions, test new ideas and take smart risks

KEY SELECTION CRITERIA

Relevant Skills

- Persistence
- Ability to communicate across a variety of mediums (email, phone, face to face)
- Organizational skills and the ability to follow through on deadlines
- Ability to creatively pull together information from a variety of qualitative and quantitative sources
- Strong writing ability (both creative and commercial)
- Confidence facilitating impact related material in small group settings
- Knowledge of M&E processes and how they can be applied to social entrepreneurs
- Familiarity with CRM software
- Ability to learn new skills quickly
- Data analysis skills
- Ability and confidence to give and apply feedback
- Critical and creative thinking

KEY RESPONSIBILITIES AND DELIVERABLES

With approximate percentage time commitment:

- (30%) Collection of impact data for all entrepreneurs from the January 2017 cohort onwards
- (10%) Reporting on Growth entrepreneurs, including risk management documents regarding fund expenditure, and "where are they now?" case studies with qualitative updates on Growth entrepreneurs
- (10%) Develop case studies for entrepreneurs with compelling stories and growth potential biannually
- (10%) Responsible for educational activities regarding increasing entrepreneur capacity to report on impact, and ensuring they are ready and able to fulfil ygap reporting requirements
- (15%) Add all relevant data to Socialsuite in a timely manner
- (10%) Analyzing reports to produce data evaluation reports and to draw key learnings
- (15%) Assist in the development and implementation of future data collection tools

APPLICATION PROCESS

- Please submit a cover letter addressing "Key Selection Criteria" together with a current CV to kenya@ygap.org. Please include in the subject line of the email "<First Name>, Impact Officer Kenya Application".
- Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.