

Samasource Field Officer – Nairobi, Kenya

About Samasource

Samasource's mission is to reduce poverty by connecting people to dignified, computer-based work. We empower the world's untapped talent - from refugees in Kenya to women in rural Pakistan, to students in Zambia, to deliver quality internet-based services, such as data entry and basic programming. Our clients range from low-income entrepreneurs in New Jersey to nonprofits and start-ups in the Silicon Valley.

Our Method: First, we screen and select Service Partners who employ local people to provide services, relying on stringent social impact and quality criteria that verify our partners' technical abilities and commitment to social responsibility. Our partners are located in the poorest regions of the world, where skilled workers face unemployment rates of up to 70 percent. Next, we provide our partners with service-specific training and prepare them to further train their own staff using live sample projects and web-based tools. Finally, we market our partners' services to paying clients through a website and sales team based in San Francisco, California.

Please visit <http://samasource.org> to learn more.

Field Officer Position

Samasource is recruiting for a Field Officer to be based in one of our Service Partner locations in Nairobi, Kenya.

Responsibilities:

The incumbent will act as a representative of Samasource to the numerous Service Partner projects in Kenya and will liaise with personnel from the head office in San Francisco, California. The position will be based in Nairobi, Kenya.

Duties will include providing regular updates regarding the work programs instituted within our Service Partners, assisting with and setting up practices for SPs who need assistance, arranging meet-ups of SPs located in Nairobi to promote idea-sharing and collaboration, streamlining invoice and payment procedures where required, assisting with quality control standards where required.

In addition to support and liaison role to the SP described above, the Field Officer will also assist Samasource with its pilot project in Dadaab, Kenya by liaising with the implementing partners, and managing program training, and other matters relating to running successful pilot program within the Ifo and Dagahaley camps. Regular updates and recommendations regarding the pilot will be crucial components in this capacity as well as a possibility of scheduled field trips to the camps in northern Kenya.

A third facet to this role will be to provide operational support for Samasource staff, fellows and interns and other personnel visiting Kenya. Samasource is expanding its reach in Kenya and personnel from the Head Office may make frequent visits. In this capacity there will be a requirement of general assistance to Samasource as a Field Officer, which may involve other tasks.

Qualifications:

- Fluent in English and Swahili (any other language is appreciated).
Fully conversant with computers and computer technology.
- Self-starter, able to solve problems.
- Familiar with the culture and customs of Nairobi, Kenya; able to navigate the local scene in a secure and confident manner.
- Work experience related to this position is appreciated.

Samasource is an equal opportunity employer. Samasource will not employ people with criminal records. If you are interested in working as Samasource's Field Officer in Nairobi, please send to anar@samasource.org your letter of application, including a summary of your interest and availability, as well as a recent CV. Please include "Kenya Field Officer" in the subject line.