

Dialogue, Logistics and Administrative Expert

About the project

Landell Mills is seeking an experienced Dialogue, Logistics and Administrative Expert to support the delivery of a Dialogue Facility intended to strengthen the EU-Kenya partnership. The expert will lead a team to support the EU Delegation and its Kenyan partners to ensure the strategic delivery of dialogue-related activities as well as the alignment of cooperation activities against the priorities of this partnership.

The role is anticipated to be full-time, with an intended start date of 5 January 2026, running for 36 months (3 years) thereafter. The Facility location will be in Nairobi, Kenya and the role may require travel within Kenya or EU member state countries. The Expert may be home- or location-based.

About the roles

The Expert role will include, amongst other areas, the following tasks:

- Planning and facilitating contacts with various actors critical to the EU-Kenya partnership and dialogue.
- Planning and coordination of events, meetings, workshops and engagements necessary for enriching the EU-Kenya partnership.
- Efficient coordination of project activities and specific assignments under the Facility, including planning, monitoring and quality control of outputs.
- Management and supervision of the Non-Key Experts under the contract.
- Coordination of the Facility with other relevant actions of the EU Delegation, in particular on strategic communication.
- Sound management of the budget entrusted to the Project under the incidental expenditure while ensuring value for money.
- Handling of contractual, secretarial, logistical and financial procedures to support implementation of all tasks under the contract.

Required expertise and experience

Qualifications and skills

- Master's degree or at least equivalent professional experience of two (2) years in addition to the General professional experience in one of the following disciplines: economics, international relations, political science, public relations or business administration.

General professional experience

- At least ten (10) years of experience of team leading positions in the context of policy dialogue, Official Development Assistance (ODA) funded projects, capacity building or the strengthening of diplomatic relations.

Specific professional experience

- At least three (3) years of continuous work experience from being posted in low or middle income, or least developed countries is required (reference of countries as per Organisation for Economic Co-operation and Development (OECD) list).
- At least three (3) years of work experience in Sub-Saharan countries.
- At least three (3) years of practical knowledge of Kenyan Government development policies.
- At least three (3) years of demonstrated experience in implementation of projects funded by international donors.

Desirable other experience

The following experience is not required but would be looked upon favourably:

- Proven past engagement on EU-funded programmes and understanding of EU ways of practice.
- Technical expertise in any of the following areas:
 - Development, political economy, poverty and macro fiscal economic policy analysis, and gender equality.
 - Thematic expertise in trade, investments, digitalisation, environment/climate, gender issues, energy, agriculture, social sciences and security/development nexus.
 - Capacity building of governmental institutions.
 - Monitoring, including third-party monitoring on performance-based financing.

How to apply

Please send an up-to-date CV to RebeccaD@landell-mills.com as soon as possible and no later than Friday 3 October 2025. We are considering applications on a rolling basis so would advise early CV submission. Please send any queries regarding this role to the same email address.