



## VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa (HiH EA) is a registered NGO in Kenya and Tanzania and is part of the Hand in Hand global network. The organization started operations in Kenya in October 2010 and is currently operating in 26 Field offices within 33 out of 47 Counties in Kenya. HiH EA has so far mobilized, trained and is training over 354,858 members (80% women, 40% youth) who have created over 334,179 enterprises (30% eco-enterprises) and over 452,272 jobs on the Kenyan Programme.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, increased access to healthcare, improved housing and overall improved livelihoods.

Hand in Hand Eastern Africa seeks to fill the below vacancy.

### **SUMMARY BUSINESS RELATIONSHIP TRAINEE JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HEA BRT-02/2026 (3) POST**

The Business Relationship Trainee is responsible for implementation of program activities within the assigned target areas and communities in compliance with established policies and procedures.

#### Duties and responsibilities

- Create general awareness of HiH EA operations activities in assigned areas of operation through promotion and outreach.
- Select, identify and recruit potential groups/members in accordance with the established operations policy.
- Mobilize, form and attend group meetings and ensure groups are cohesive and sustainable in line with HiH EA requirements.
- Ensure collection of member personal information and fully filled registration form (bio data tool).
- Facilitate group/member selection, group formation and general group and member management.
- Training of groups on the HiH EA model.
- Appraise group/member on level of access to credit and remit the applications to the relevant approval persons/bodies.
- Process and disburse loans and ensure continuous follow-up for timely loan repayment/recovery.
- Prepare and submit daily, monthly, semi-annual and annual reports in a timely manner
- Provide clients with post loan extension services
- In consultation with the Branch Manager, collaborate with government agencies and local NGO's for the benefit of both the clients and the programme.
- Represent HiH EA in the designated area, including representation in local development committees; and participate in relevant forums whenever nominated such as government, community and other stakeholder forums.
- Participate and assist in monitoring and evaluation including supporting field activities, provision of data and information, adoption of findings and recommendations, documentation of case studies, experiences and lessons and adoption best practices.
- Maintain quality standards and ensure compliance with policy and procedures in implementation of activities in the assigned area.
- Ensure proper documentation and maintain adequate records for all activities through maintenance of proper and effective filing system.



- Keep assigned HiH EA assets such as equipment, tools and motor cycle in good working condition and report any breakdown and damages to the Branch Manager in a timely manner.
- Perform any other duties as may be assigned by the Supervisor from time to time.

## Qualifications and Competencies

### Education

- Diploma or higher qualification in Community Development, Social Sciences, Agribusiness/Cooperatives, Microfinance, Marketing, Business Management, Administration, Commerce, or a related field.

### Experience

- At least 1-year relevant experience.
- Demonstrated conceptual and practical understanding of peri-urban and rural development and financing is an added advantage.

### Skills and Attributes

- Strong passion and commitment to working with marginalized rural and peri-urban communities.
- Excellent interpersonal, public relations, and community mobilization skills, with the ability to build and maintain constructive relationships and effective networks at community level.
- Self-driven with the ability to work independently and with minimal supervision.
- Demonstrated initiative, reliability, and consistent performance.
- Positive attitude, high level of integrity, and strong team orientation.
- Good planning, organizational, and multitasking skills, with the ability to follow instructions effectively.
- Strong verbal and written communication skills with working knowledge of English and Kiswahili.
- Computer literacy, with working knowledge of MS Office applications, is an added advantage.

### Other Requirements

- Valid motorcycle riding license and proven riding experience is **mandatory**.
- Willingness and ability to operate effectively in field-based, rural, and peri-urban settings.

### Equity Statement

- Female candidates with motorcycle riding experience are strongly encouraged to apply.

### Application process

Qualified and interested candidates should forward a **Cover Letter**, a **valid Motorcycle riding license** and **CV**, citing the Position and Reference Number to HiH-EA via Brighter Monday on or before close of business by **17<sup>th</sup> June 2026**.



Only shortlisted candidates will be contacted.

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*Disclaimer: Hand in Hand Eastern Africa is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*