

CALL FOR APPLICATIONS

CHASP Advisory invites applications from qualified and suitably experienced candidates for the following positions:

1. Communications and Digital Marketing Intern
2. Graphic Designer Consultant
3. Office & Administration Assistant

Detailed Job Descriptions/Terms of Reference (ToRs) for each position are attached and provide information on the respective roles, qualifications, experience, responsibilities, and application requirements.

Interested and qualified candidates are invited to submit their applications in accordance with the instructions provided in the attached Job Descriptions/ToRs.

CHASP Advisory

We are committed to attracting talented individuals who share our passion for creating meaningful impact.



Job Description: Communications and Marketing Intern

Title	Communications and Digital Marketing Intern
Reports to	Head of Communications (HoC)
Location	Nairobi
Duration	3 months

Position Overview

The Communications and Digital Marketing Intern will support the Head of Communications in implementing CHASP Advisory's communication, marketing, branding, and stakeholder engagement activities. The intern will assist with content creation, social media management, digital marketing support, event promotion, documentation, and basic reporting to help enhance CHASP Advisory's visibility, impact, and stakeholder engagement. This role offers a practical learning opportunity for an early-career communications professional to gain hands-on experience in strategic communications, digital engagement, storytelling, brand visibility, and development-focused communication.

Key Responsibilities

1. Communications and Content Development

- Assist in developing communication materials such as blogs, articles, newsletters, impact stories, website content, social media posts, event announcements, and promotional materials.
- Support the collection and organization of project stories, testimonials, photographs, and impact data for communication purposes.
- Proofread and edit communication materials to support accuracy, consistency, and alignment with CHASP Advisory's branding guidelines.
- Assist in preparing presentations, brochures, fact sheets, profiles, and other corporate communication materials.

2. Social Media and Digital Marketing

- Support the management of CHASP Advisory's social media platforms and content calendar.
- Assist in creating, scheduling, and posting social media content to increase audience engagement and brand awareness.
- Monitor basic social media interactions and flag comments, inquiries, or engagement opportunities for follow-up.
- Research digital trends and suggest creative content ideas for CHASP Advisory's platforms.
- Support organic and paid digital campaigns, where applicable, under the guidance of the Communications Specialist.
- Assist in tracking basic social media and campaign performance metrics.

3. Website, Digital Platform and Multimedia Support

- Update the CHASP Advisory website by uploading blogs, articles, news updates, reports, photos, videos, and other relevant content.
- Support consistency of messaging, branding, and information across CHASP Advisory's digital platforms.
- Assist in creating simple visual materials such as graphics, infographics, presentations, short videos, and promotional content.
- Support photography, videography, and basic multimedia documentation during events, workshops, meetings, and field activities.
- Organize and maintain CHASP Advisory's digital media library, including photos, videos, designs, and communication assets.





4. Marketing, Brand Visibility and Event Promotion

- Support marketing and visibility initiatives that promote CHASP Advisory's services, programs, products, events, and thought leadership activities.
- Assist in developing event communication materials, invitations, social media content, and promotional messages.
- Support live event communication activities, including photography, social media updates, and post-event highlights.
- Help ensure communication and marketing materials are aligned with CHASP Advisory's brand standards and visual identity.
- Contribute ideas for campaigns and visibility activities that support audience growth and stakeholder engagement.

5. Research, Reporting and Documentation

- Conduct research on communication, marketing, and industry trends relevant to CHASP Advisory's work.
- Assist in gathering communication and marketing performance data and preparing monthly reports.
- Support documentation of project achievements, lessons learned, success stories, and organizational milestones.
- Assist in organizing communication files, publications, reports, and digital resources.

6. Cross-Project Communications Support and Other Duties

- Provide communications and marketing support across CHASP Advisory initiatives, projects, and portfolios.
- Support project teams with visibility materials, stories, success profiles, and promotional content.
- Participate in team meetings, planning sessions, brainstorming sessions, and organizational learning activities.
- Perform any other communications, marketing, documentation, or administrative tasks assigned by the Head of Communications.

Qualifications and Experience

Education

- Recent graduate or final-year student pursuing a Bachelor's degree in:
 - Communications
 - Marketing
 - Public Relations
 - Media Relations
 - Digital Marketing
 - International Relations
 - Business Administration
 - Or a related field

Experience

- Previous internship, volunteer experience, campus leadership, or demonstrated interest in communications, marketing, content creation, or digital media is an added advantage.
- Experience managing social media platforms is desirable.

Skills and Competencies

- Excellent written and verbal communication skills.
- Strong content writing, editing, and storytelling abilities.
- Familiarity with social media platforms and digital marketing tools.
- Basic graphic design skills using Canva, Adobe Creative Suite, or similar design tools.
- Basic photography, videography, and multimedia editing skills are an advantage.





- Strong research and analytical skills.
- Good organizational and time-management skills.
- Attention to detail and commitment to quality.
- Ability to work independently and collaboratively in a team environment.
- Proactive, creative, and eager to learn.
- Strong interpersonal and stakeholder engagement skills.

Expected Learning Outcomes

By the end of the internship, the intern will have gained practical experience in:

- Strategic communications
- Digital marketing and social media management
- Brand management
- Content creation and storytelling
- Media relations
- Event communications
- Data analytics and reporting
- Development sector communications and public engagement

This role is designed to build a strong foundation for a career in communications, marketing, public relations, or stakeholder engagement while contributing meaningfully to CHASP Advisory's mission and visibility objectives.

How to apply:

Send your resume and cover letter to: advisory@chasp.co.ke by 31st August 2026.

Only shortlisted candidates will be contacted.





TERMS OF REFERENCE (TOR)

Independent Graphic Designer Consultant

1. Background

CHASP Advisory is a think tank and advisory firm that supports governments, development partners, NGOs, and private-sector organizations to design, implement, and evaluate impactful health, social protection, and development programs. Through evidence generation, research, monitoring and evaluation, digital solutions, and technical assistance, CHASP promotes innovation, learning, and data-driven decision-making to improve the lives of vulnerable populations across Africa. Our Mission is working with partners to deliver social programs effectively as we contribute to the global reduction of poverty.

2. Objective of the Assignment

The objective of this consultancy is to provide creative graphic design, multimedia, and visual communication support to strengthen CHASP Advisory's brand visibility, marketing materials, digital presence, and communication products.

The consultant will support the development of visually engaging materials for social media, websites, events, campaigns, presentations, publications, reports, and other communication needs during the contract period.

3. Scope of Work

The consultant will work closely with the Head of Communications to deliver high-quality, brand-aligned, and audience-appropriate design outputs. Assignments will be guided by approved briefs, agreed timelines, and CHASP Advisory's branding standards.

A. Core Responsibilities

The consultant will be expected to regularly support:

- Design of digital and print communication materials, including brochures, flyers, posters, banners, fact sheets, newsletters, infographics, reports, and publications.
- Design of social media graphics, campaign visuals, website graphics, and digital marketing assets for platforms such as LinkedIn, X/Twitter, YouTube, and other relevant digital channels.
- Development of presentation decks, pitch decks, conference materials, and branded templates.
- Layout and visual design of reports, policy briefs, case studies, knowledge products, and other institutional materials.
- Creation of reusable templates and visual assets to support consistency across CHASP Advisory's communication products.
- Preparation of print-ready and digital-ready artwork.
- Application of CHASP Advisory's brand guidelines across all design outputs.
- Revisions and refinements based on feedback from the Communications Team and relevant stakeholders.





B. Occasional/As-Needed Tasks

Depending on project, campaign, or event needs, the consultant may be requested to support:

- Event branding materials such as invitations, banners, certificates, name tags, signage, backdrops, and promotional graphics.
- Campaign visual identities and promotional materials for specific CHASP Advisory initiatives.
- Website banners, landing page visuals, icons, and other web-based design assets.
- Basic video editing, short promotional videos, event highlights, video cutdowns, and multimedia content for digital platforms.
- Simple motion graphics, animated social media posts, teasers, intro/outro sequences, and visual explainers.
- Organization and handover of editable design files, templates, and final outputs.

C. Specialized Tasks, Where Required

The following tasks may be requested only when specifically assigned and agreed upon:

- UX/UI design support, including wireframes, website mock-ups, user flows, sitemaps, and interactive prototypes.
- Advanced motion graphics or animation.
- Development of style guides, visual identity systems, or campaign-specific design systems.
- Creative input on campaign concepts, visual storytelling approaches, and design trends.
- Use of appropriate AI-enabled creative tools to improve design quality and workflow efficiency.

4. Expected Deliverables

Regular Deliverables

The consultant may be expected to deliver the following on a recurring basis, depending on approved briefs:

- Social media graphics.
- Marketing and promotional materials.
- Presentation decks and templates.
- Brochures, flyers, posters, and banners.
- Infographics and visual summaries.
- Report and publication layouts.
- Event and campaign graphics.
- Print-ready and digital-ready artwork.
- Branded templates and editable source files.

Deliverables When Assigned

The following will only be required for specific assignments, campaigns, events, or projects:

- Website mock-ups, landing page designs, wireframes, or prototypes.
- Edited videos, event highlights, video cutdowns, and promotional teasers.
- Motion graphics, animated posts, intro/outro sequences, and animated explainers.
- Campaign visual identities and event branding packages.
- Style guides, design libraries, and brand asset systems.





5. Duration of the Assignment

The consultancy shall be for a period of one (1) year, commencing upon contract signature, renewable annually. Assignments will be issued on a task-order basis, and payment shall be made upon submission, review, and approval of agreed deliverables.

6. Reporting and Coordination

The consultant will report directly to the CHASP Advisory Head of Communications and work closely with the other team members when required to.

7. Required Qualifications and Experience

The ideal consultant should have:

- A degree, diploma, or professional training in graphic design, visual communication, multimedia design, digital media, or a related field.
- At least **3 to 5 years of relevant experience** in graphic design, branding, visual communication, or multimedia design.
- A strong portfolio demonstrating experience in digital, print, publication, branding, campaign, and social media design.
- Experience designing reports, presentations, infographics, brochures, social media graphics, and marketing materials.
- Strong understanding of layout, typography, color, composition, visual hierarchy, and brand consistency.
- Ability to translate complex technical information into clear, engaging, and visually appealing design products.
- Strong attention to detail, time management, creativity, and ability to work independently.
- Ability to receive feedback and deliver high-quality work within agreed timelines.

8. Technical Skills

The consultant should be proficient in relevant design and multimedia tools such as:

- Adobe Illustrator, Photoshop, and InDesign.
- Figma, Adobe XD, or equivalent UX/UI tools.
- Canva and PowerPoint.
- Adobe Premiere Pro, After Effects, CapCut, or similar multimedia tools.
- Other relevant design, layout, animation, or video editing tools.

The following will be considered an added advantage:

- Experience working with think tanks, advisory firms, NGOs, development partners, research institutions, or social impact organizations.
- Experience designing materials for health, social protection, development, research, monitoring and evaluation, or public policy programs.
- Experience in UX/UI design, motion graphics, animation, or short-form video editing.
- Experience developing campaign identities and digital advertising creatives.
- Familiarity with AI-enabled creative tools and their responsible use in design workflows.





9. Application Requirements

Interested consultants should submit:

1. Technical Proposal / Application detailing understanding of the assignment.
2. Financial Proposal indicating rates and pricing structure guide.
3. Updated Curriculum Vitae/s.
4. Portfolio of relevant work completed within the last three years.
5. At least three professional references.

10. Confidentiality

All final approved designs, templates, source files, visual assets, and related materials developed under this consultancy shall remain the property of CHASP Advisory upon payment.

The consultant shall maintain confidentiality of all documents, data, reports, project information, stakeholder information, and communication materials accessed or developed during the assignment.

How to apply:

Send the above listed application requirements to: advisory@chasp.co.ke by 31st August 2026.
Only shortlisted candidates will be contacted.





Job Description: Office and Admin Assistant

Title:	Office and Admin Assistant
Reports to:	Head of Finance & Admin and to the Global Director
Location:	Nairobi

Position Overview

The Office and Admin Assistant will provide efficient, proactive, and professional administrative support to CHASP Advisory's staff, consultants, clients, partners, and visitors. The role will support smooth office operations, front office management, logistics coordination, records management, meeting support, procurement documentation, and general administrative services.

In addition, the role will provide confidential, high-level and responsive executive assistance to the Global Director, including calendar management, travel coordination, meeting preparation, correspondence support, follow-up on action points, document handling, and coordination with internal and external stakeholders.

The position requires excellent judgement, confidentiality, attention to detail, professionalism, tact, and the ability to anticipate needs in a fast-paced professional environment.

Purpose of the Position:

The purpose of this role is to ensure the smooth running of CHASP Advisory's office operations while providing reliable, confidential, and well-coordinated support to the Global Director. The position supports office administration, communication, logistics, record management, meeting coordination, procurement documentation, and effectiveness across the organization.

Key Responsibilities

1. Front desk support

- Welcome and assist visitors, clients, staff, consultants, suppliers, and partners upon arrival at the office, ensuring a warm and professional reception experience.
- Maintain a pleasant, organized, and secure reception area that reflects the professional image of CHASP Advisory.
- Notify relevant staff of visitor arrivals, manage visitor sign-in procedures, and support compliance with office access protocols.
- Manage the reception desk, including receiving calls, responding to routine enquiries, directing callers appropriately, and recording messages accurately.
- Support appointment coordination, meeting room bookings, and visitor assistance as required.
- Prepare, update, and maintain contact databases for partners, clients, stakeholders, consultants, suppliers, and other institutional contacts.
- Receive, sort, and distribute incoming mail, courier items, and packages to the appropriate recipients or departments in a timely manner.
- Prepare outgoing mail and packages, including dispatch documentation and scheduling courier services where necessary.
- Maintain accurate records of incoming and outgoing mail, deliveries, and courier transactions for retrieval and audit purposes.

2. Office Administration and Logistic Support

- Support office management by ensuring the office is well-maintained, clean, organized, safe, and adequately equipped for the team's optimal use.
- Monitor office supplies, stationery, sundries, merchandise, equipment, and consumables, ensuring timely replenishment and proper issuance to staff.
- Maintain accurate records of office supplies, office equipment, furniture, and materials issued or allocated to staff.
- Prepare monthly analysis of office supplies, stationery, and consumables to support planning and efficient use of resources.





- Coordinate local, regional, and international travel for team members, consultants, visitors, and the Global Director, including bookings, itineraries, accommodation, transport, visas, and travel documentation where applicable.
- Support official field, Nairobi-based, regional, and international logistics for staff, consultants, and visitors as required.
- Follow up on office insurance, licenses, service agreements, maintenance schedules, and renewal timelines, escalating upcoming deadlines to the Head of Finance and Administration.
- Support staff and consultants with administrative arrangements for workshops, trainings, meetings, and other official engagements.
- Assist in ensuring value for money and appropriate due diligence in office logistics, venue selection, supplier engagement, and service coordination.

3. Executive Support to the Global Director

- Provide day-to-day administrative support to the Global Director, ensuring priorities, meetings, correspondence, and commitments are well coordinated.
- Manage the Global Director's calendar, including scheduling meetings, appointments, calls, travel arrangements, reminders, and key commitments.
- Act as the first point of administrative contact for the Global Director, managing routine correspondence, screening requests, and ensuring timely follow-up.
- Manage diary requirements, resolve scheduling conflicts, and ensure the Global Director is adequately prepared ahead of meetings and engagements.
- Prepare meeting packs, briefing notes, agendas, presentations, minutes, and follow-up trackers for meetings involving the Global Director and senior management.
- Draft, format, proofread, and organize correspondence, letters, reports, presentations, and other documents on behalf of the Global Director as requested.
- Track delegated actions, decisions, and deadlines arising from meetings, ensuring follow-up with responsible persons and timely updates to the Global Director.
- Coordinate communication between the Global Director and internal teams, consultants, board members, partners, clients, and external stakeholders.
- Support special projects, leadership meetings, and strategic assignments by organizing documents, compiling inputs, and tracking progress where requested.
- Maintain strict confidentiality when handling sensitive organizational, personnel, financial, strategic, and partner-related information.

4. Meeting, Event and Travel Coordination

- Schedule and coordinate internal and external meetings, conferences, workshops, trainings, and events when required.
- Prepare agendas, meeting materials, attendance lists, name tags, stationery, presentations, and other documentation required for meetings and events.
- Take accurate meeting minutes, circulate approved minutes, and maintain action trackers to support timely follow-up.
- Manage meeting and event logistics, including catering, venue set-up, transport, accommodation, equipment, interpretation, printing, and other administrative arrangements.
- Coordinate with vendors and service providers to ensure meetings and events are delivered on time, within budget, and to the required standard.
- Support HR with pre-arrival arrangements and onboarding logistics for new staff, consultants, and visitors where applicable.
- Support travel planning and documentation for meetings, field visits, events, workshops, and official assignments.





5. Records, Filing, and Data Management

- Update and maintain office records, administrative registers, trackers, databases, contact lists, and filing systems.
- Maintain organized electronic and hard copy filing systems for administrative, procurement, travel, meeting, supplier, and office records.
- Perform data entry tasks accurately and ensure records are complete, current, and easily retrievable.
- Maintain allocation records for office equipment, furniture, stationery, and supplies issued to staff.
- Keep accurate records of meeting minutes, action trackers, visitor logs, courier records, travel documents, and other administrative records.
- Handle confidential documents with discretion and ensure appropriate storage, access control, and disposal of sensitive information.
- Support the preparation of routine administrative reports, trackers, summaries, and updates for management review.

6. Procurement, Finance and Supplier Support

- Maintain an updated invoice register from suppliers and submit monthly invoice tracker reports to the Finance Department.
- Support procurement processes by obtaining quotations, preparing comparison summaries, and maintaining procurement documentation.
- Maintain updated supplier and vendor records, including contacts, contracts, service schedules, and performance notes where applicable.
- Support sourcing, vetting, and pre-qualification of suppliers and vendors in line with organizational procurement procedures.
- Support petty cash, expense documentation, travel expense submissions, and invoice follow-up in coordination with the Finance Department.
- Ensure all administrative, supplier, procurement, and finance-related documentation is filed accurately and submitted within required timelines.
- Follow up with suppliers and service providers on documentation, delivery timelines, invoices, and administrative requirements.

7. Other Duties

The duties and responsibilities set out above are not exhaustive. The role holder may be required to perform other reasonable duties consistent with the purpose of the role, their level of skills and experience, and the evolving operational needs of CHASP Advisory.

Qualifications, Experience and Skills

Minimum Qualifications and Experience:

- Bachelor's degree in Business Administration, Office Administration, Diploma or Secretarial Studies, Management, Communications or a related field.
- At least 3 - 5 years of relevant experience in office administration, executive assistance, front office management or administrative support.
- Experience supporting a senior executive, director or leadership team will be an added advantage.
- Proficiency in Microsoft Office applications, online meeting platforms, email, calendar management tools and basic office technology.

Key Competencies:

- Excellent organizational, planning and time management skills.
- Strong written and verbal communication skills, with the ability to interact professionally with diverse stakeholders.
- High level of discretion, confidentiality, integrity and professionalism.
- High level of emotional intelligence and maturity.
- Ability to multitask, prioritize competing demands and work with minimal supervision.
- Attention to detail, accuracy and a strong follow-through orientation.
- Customer service mindset and ability to maintain calm, courteous and solution-focused communication.





- Ability to work respectfully in a multicultural environment and uphold organizational values and policies.

Working Relationships:

- Reports administratively to the Head of Finance and Admin and provides direct personal assistant support to the Global Director.
- Works closely with Finance, HR, Program, Communication, Business Development departments, consultants, suppliers, clients, partners and visitors.

Equal Opportunities: The Office and Admin Assistant is required to carry out all duties in accordance with CHASP Advisory's Equal Opportunities and Diversity policies and procedures, promoting fairness, respect, inclusion and non-discrimination in all interactions.

Child Safeguarding: The Office and Admin Assistant is required to carry out all duties in accordance with CHASP Advisory's Child Safeguarding policy and Protection from Sexual Harassment, Exploitation and Abuse, and Child Abuse policies.

The role holder must uphold safeguarding standards in all circumstances, reflecting CHASP Advisory's commitment to protecting children and vulnerable persons from abuse, exploitation, harassment and harm.

Safeguarding our Staff: The Office and Admin Assistant is required to carry out all duties in accordance with CHASP Advisory's anti-harassment policy and to contribute to a respectful, safe and professional working environment for all staff, consultants, partners and visitors.

Health and Safety: The Office and Admin Assistant is required to carry out all duties in accordance with CHASP Advisory's Health and Safety policies and procedures, including supporting a clean, safe and well-maintained office environment and promptly reporting hazards, incidents or maintenance concerns.

How to apply:

Send your updated and latest resume and cover letter to: advisory@chasp.co.ke by 31st August 2026. Only shortlisted candidates will be contacted.

