



CATHOLIC DIOCESE OF MARALAL

SECRETARIAT OF THE CATHOLIC DIOCESE OF MARALAL

P.O Box 350 – 20600, MARALAL - SAMBURU, Kenya.



WE ARE HIRING!

The Catholic Diocese of Maralal hereby announces and advertises the vacancy for:

PROJECT WRITER

Background

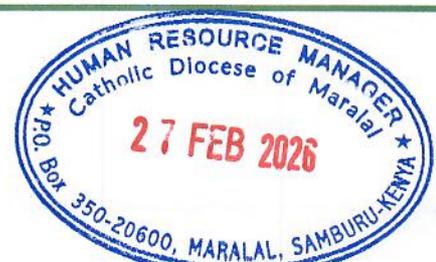
The Catholic Diocese of Maralal is committed to holistic evangelization through pastoral, educational, health, social justice, and community development programs. To strengthen resource mobilization and project sustainability, the Diocese seeks to recruit a competent, mission-driven, and detail-oriented **Project Writer** to support fundraising, proposal development, and project documentation for diocesan institutions, parishes, schools, and social services.

Key Duties and Responsibilities

- Identify funding opportunities and lead the preparation of high-quality concept notes, proposals, budgets, logical frameworks, and donor-compliant grant applications aligned with donor priorities.
- Collaborate with diocesan departments to design, develop, and implement impactful projects through needs assessments, community consultations, structured planning, and sustainability strategies consistent with Catholic Social Teaching and diocesan goals.
- Build and maintain strong relationships with donors, partners, and development agencies; track submissions and deadlines; prepare donor briefs, presentations, and correspondence; and support fundraising and partnership initiatives.
- Prepare timely narrative and financial reports, document achievements, and ensure full compliance with donor guidelines, contracts, and reporting standards.
- Support monitoring, evaluation, and learning processes by tracking indicators, collecting and analyzing data, measuring performance, and promoting accountability and evidence-based decision-making.
- Develop communication and knowledge management materials, including project briefs, newsletters, development profiles, funding portfolios, and digital content to enhance visibility of diocesan programs.
- Provide capacity building and technical support to diocesan and parish staff through training, coaching, and guidance in proposal writing, project planning, budgeting, implementation, and donor compliance.

Website: www.maralalcatholicdiocese.org

"Love Conquers Everything"





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Qualifications and Requirements:

- Bachelor's degree in Development Studies, Project Management, Social Sciences, Communications, or related field
- At least 2–3 years' experience in proposal/grant writing or development work
- Proven track record of successful funding proposals
- Strong writing, research, and budgeting skills
- Knowledge of donor compliance and reporting
- Proficiency in MS Office
- High integrity, good interpersonal skills, and ability to meet deadlines
- Commitment to Catholic values and willingness to work within Church structures
- Demonstrated record of successful grant applications or donor-funded projects
- Experience working with faith-based organizations or non-profits is highly desirable

Submission of Applications:

Interested candidates who meet the above-specified requirements are required to send their application package (composed of cover letter, updated CV, National identity card copy, copies of academic certificates, professional testimonials, and 3 referees) **To: hr@maralalcath.org and CC To: cdmsecretary@maralalcath.org** on or before **10th March 2026** by 5:00 pm.

Please Note:

- Only shortlisted candidates will be contacted for interviews.
- The Catholic Diocese of Maralal is an equal opportunity employer and does not discriminate based on gender, race, religion, ethnicity, or nationality. We are committed to safeguarding our staff and communities from any form of abuse or harm in our recruitment processes; therefore, we observe best practices and adhere to international standards.
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts, and other testimonials during interviews.



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