



## **JOB VACANCY**

### **PROGRAMME OFFICER – EDUCATION, YOUTH AND CHILDREN PROGRAMMES**

Kenya Community Development Foundation (KCDF) is seeking to recruit an experienced and highly motivated individual to position of Programme Officer, in the Education, Youth and Children Portfolio. The right candidate for this position must be a highly motivated individual who is self-driven, and can work with minimum supervision. The job holder shall work in a team that is geared towards advancing KCDF's commitment to Education and more specifically learning outcomes. The overall performance of the job holder will be determined by the ability of the Programme Officer to share work, divide tasks and assign responsibilities, all in ways that expand scope, optimally utilizes all available skills as well as challenge the members of the Education team to continuously deliver on expected outputs. The reporting requirements are based on the KCDF open door and consultative policy, which encourages regular consultation and team work as a means of realization of KCDF's Mission and Vision. The job holder will report to the Education Technical Advisor. The job holder will work closely with the Monitoring and Evaluation Coordinator to ensure that learning outcomes in the education portfolio are tracked to monitor the changes KCDF's intervention is making on learners and the other education stakeholders on the ground.

#### **1. Duties and responsibilities**

- Coordinate Education work particularly improving learning outcomes under the KCDF programmes portfolio responsible for programme innovation, development, fundraising and efficient implementation and reporting.
- Ensure timely implementation and reporting to donors under the portfolio.
- Development of annual programme implementation work plan and budgets complete with corresponding monitoring, evaluation, learning and reporting plans.
- Ensure strong youth mentorship processes under the education portfolio and more specifically improving learning outcomes while applying mentorship and coaching as an approach.
- Coordinating the identification and selection of new partners/grantees and development of their proposals, plans, and budgets in a process aimed at also strengthening the skills capacity of new and existing grantees.
- Ensure full and proactive compliance with the Planning, Monitoring and Evaluation guidelines and policies. Monitoring and Evaluation is a critical component of KCDF's mechanism for programme management.
- Coordinate the identification and supervision of the continuous development of best practice case studies of successful community initiatives funded partially or fully by KCDF that best describes KCDF's theory of change.
- Participate in and represent KCDF at relevant policy forums and meetings (particularly on education) with a view to contributing to the improvement of the policy and law reform for enabling development environment (with GOK, Donors, and Civil Society).
- Support the total fundraising efforts of the organization for both programme and institutional sustainability.
- Ensure effective grants management and appropriate identification of grantees or new partners both at community and national levels.
- Work closely with the Monitoring and Evaluation team to develop and continually review the programme monitoring and evaluation system and tools.
- Any other duties that may be properly assigned to you from time to time.

### 3, Qualifications

The minimum required academic and professional skills for the jobholder are as follows;

- A Bachelor's degree in Education from a reputable university is a requirement. A Masters' in Education or Development Studies is an added advantage.
- Minimum 5 year's working experience of which classroom teaching is mandatory.
- Working in NGO sector focusing on education related programmes at community level.
- Must have experience in managing different stakeholders in education i.e., Teachers, Parents, Ministry of Education Officials, Learners.
- A minimum of 5-7 year's practical and progressive experience in a similar role in a Kenyan or development organization working in Kenya at the national level.
- Demonstrated understanding of Education programming in the Kenyan context.
- Proven leadership, management, organizational and networking skills.
- Demonstrate critical and analytical skills.
- Excellent communication, interpersonal, facilitation and presentation skills.
- Excellent reporting skills adhering strict donor timelines.
- Experience in grant-making and multi donor arrangements.
- Demonstrable capacity and willingness to work within a multi-faceted team environment.

*Applications by qualified candidates should be submitted only by email to [jobs@kcdf.or.ke](mailto:jobs@kcdf.or.ke), Addressed to the Executive Director and quoting the position KCDF PROGRAMME OFFICER NO. 2. Attach current résumé and day time contacts of three referees to be received not later than 24<sup>th</sup> February, 2017.*

*KCDF is an equal opportunity employer and only shortlisted candidates shall be contacted*