

VACANCY

JOB TITLE: Senior Programme Officer

About KCDF

Since its establishment in 1997, Kenya Community Development Foundation (KCDF) has built a strong basis for community driven development approaches and is unique in Kenya as a pioneer of public foundations. KCDF works through strategic and carefully selected partnerships in Kenya, both at the national and community level, and strongly believes in the ability of communities to identify and prioritize their needs and with a little external support, pursue their own solutions to these needs.

Overall Job Purpose

KCDF is seeking to recruit an experienced and highly motivated individual to the position of Senior Programme Officer. Reporting to the Programme Director, s/he will oversee the implementation of community led development projects in the areas of Livelihoods, Environment & Natural Resources Management and Policy Influencing. This position is based in Nairobi with frequent in-country travel.

Other key roles and responsibilities are listed below:

- i. Ensuring the effective implementation of community led development programmes within set deadlines, compliance with programme goals & objectives and adherence to approved budgets.
- ii. Coordinating the identification and selection of new partners/grantees and refinement of the project proposals, plans and budgets in a process aimed at strengthening the skills and capacity of local partners.
- iii. Ensure full and proactive compliance with the Planning, Monitoring & Evaluation guidelines and policies.
- iv. Proactiveness in exploring, developing and securing resources for the Livelihood and Environment and Natural resource Management (ENRM) portfolio while working closely with the broader KCDF management team.
- v. Be a focal point for relevant multi-stakeholder forums and networks at the national and sub -national levels that address issues falling within the livelihood, environment and natural resource portfolio.
- vi. Coordinate the identification and supervision of identified technical consultants within the portfolio.
- vii. Participate in and represent KCDF at relevant forums and meetings with a view to contributing to the improvement of an enabling development environment (with GOK, Donors, Civil Society) as well as providing spaces for KCDF to learn and share its experiences.

- viii. Develop annual consolidated programme implementation plans & budgets, funder reports, as well as taking part in developing corresponding monitoring, evaluation, learning forums. The candidate will work closely with the Monitoring and Learning function.
- ix. Any other duties that may be assigned to you from time to time.

Key qualifications required:

- i. A minimum of a Bachelor's Degree in social/ development studies or any other relevant degree. An advanced university degree is desired.
- ii. Over six years demonstrable and solid experience in project/programme development and implementation of Livelihoods, ENRM and policy influencing initiatives targeting rural and urban communities.
- iii. Ability to work in a team environment and be flexible, versatile and open minded in contributing to other relevant organizational goals and objectives.
- iv. Experience in capacity building, effective grant making, supporting/mentoring partner organizations, as well as experience in handling multi-donor programming.
- v. Proven leadership, management, organizational and networking skills.
- vi. Strong exposure and experience in designing, implementing, monitoring and evaluation frameworks, as well as in resource mobilization and managing donor relations.
- vii. Excellent communication, writing, interpersonal, facilitation and presentation skills.

How to Apply:

Applications by qualified candidates should be submitted only by email jobs@kcdf.or.ke addressed to the Executive Director and quoting the position "**Senior Programme Officer**". Attach your current résumé and daytime contacts of three referees. The deadline for submission of applications must be received not later **21st February 2020**.

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