

Emali Dedicated Children's Agency

Supported by



- Position** : Agriculture interns (2 Position)
- Location** : Emali Dedicated Children's Agency-Emali Office
- Reports to** : Programs Officer
- Date of Issue** : 16th December 2016
- Closing Date** : 6th January 2017

Emali Dedicated Children Agency (EDCA) is a Local Non-Governmental Organization (NGO) working with ChildFund towards helping the Deprived; Excluded and Vulnerable children have the capacity to improve their lives and the opportunity to become young adults, parent and leaders who bring lasting and positive change in their communities. The organization is looking for self-driven individuals who want to exercise their abilities and knowledge out of heart to serve children and the community, for the following positions to be based in the Emali Office.

Major Duties and Responsibilities

- i. Works closely with the EDP structures to facilitate the design, planning, implementation, and monitoring of child centered programs using ChildFund Theory of Change and program principles.
- ii. Enhance Child and Youth Participation in Programming.
- iii. Facilitate and Enhance Quality and Timely implementation and monitoring of projects in line with AOPBs, ChildFund Policy and DEV framework.
- iv. To facilitate the creation and/or strengthening of quality relationships between EDP and the available NGO and relevant government departments/ministries to influence and foster development at the Community, Divisional and Sub County Levels.
- v. Facilitate timely and quality documentation and reporting of project progress and report production monthly, quarterly and annually.
- vi. Facilitate community mobilization and action for development.
- vii. Work closely with contractors and service providers in the field in consultation with Programme Officer.
- viii. Prepare accurate and detailed progress reports of implementation.
- ix. Perform any other duty as assigned by the Supervisor from time to time.

Requirements:

- A diploma or any higher course in Agriculture or any other related field.
- Fluency in oral and written English and Kiswahili.
- Proficiency in using Microsoft Office computer applications.
- Strong communication and presentation skills.
- Committed team player who is result oriented.
- Excellent interpersonal skills.
- Willing and ability to work in rural areas under minimal supervision and have passion for working with children & community.
- Ability to work under pressure and meet strict deadlines.
- The opportunity is open to all Kenyan Citizens.

Other Competencies / Attributes:

- Must be willing to perform other duties as required.
- Must have the ability to work under pressure with minimum supervision
- High level of credibility and integrity

How to apply:

Qualified candidates should submit their application letter and detailed curriculum vitae **ONLY, ON OR BEFORE 6TH January 2017** by email stating the names and contacts of three professional referees. All the applications must be sent to hr@emalidca.org and addressed to:

**THE PROGRAM COORDINATOR
EMALI DEDICATED CHILDREN'S AGENCY
P.O. Box 249-90121
EMALI, KENYA**

Because of the urgency to fill these positions, applications may be considered on a rolling basis. Candidates will be subjected to background checks before offer of employment contracts. THE POSITION IS OPEN TO ALL KENYAN CIZITENS.

Deadline for applications is Friday, 6th January 2017, 16:00 hours.

We regret that only short listed candidates will be contacted.

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