



Working with



### VACANCY ANNOUNCEMENT:

<b>Job Title</b>	Program Officer
<b>Job Location</b>	Emali Programme Office - Emali
<b>Reports to</b>	Programme Coordinator

Emali Dedicated Children Agency (EDCA) is a Community Organization 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 Job Opportunity to be based in the Emali Office.

**Position:** Program Officer, Programs Department.

#### **Overall Objectives of the position:**

Reporting to the Program Coordinator, the Programs Officer will support the implementation of development projects in Emali.

#### **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 Coordinator.
- viii. Guide community organizations in developing workable proposals and Annual Plans and budgets.
- ix. Work closely with the EDP Sponsor Relations department to support sponsor relations activities in line with ChildFund Kenya policy on sponsorship.
- x. Participate in preparation of AOPB as per ChildFund guidelines to support organization road map and ChildFund Program strategies.
- xi. Prepare accurate and detailed progress reports of implementation.
- xii. Support grant funded activities as required.
- xiii. Perform any other duty as assigned by the Supervisor from time to time.

**Requirements:**

- A Degree in applied Sciences, Water Engineering, 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.
- Demonstrated leadership skills gained from working in community-based organizations or relevant sectors for at least 2 years.
- 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.

**Reporting to:** The Programme Coordinator

Interested and qualified candidates may submit their letters of application, updated Curriculum Vitae (maximum 3 pages) with daytime contacts, a list of three (3) referees including their phone contacts and email quoting the vacancy title, current and expected salary to [hr@emalidca.org](mailto:hr@emalidca.org)

**THE CHAIRMAN**

**EMALI DEDICATED PROGRAMME**

**P.O. BOX 249**

**EMALI**

***Deadline for applications is 27<sup>th</sup> March 2017. Only short listed candidates will be contacted.***

***Due to the urgency to fill this position candidates will be selected on a rolling basis.***