



Kenya Women Parliamentary Association

Kenya National Assembly
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Programme Officer

The Kenya Women Parliamentary Association (KEWOPA) seeks to recruit a qualified Programme Officer to be based in Nairobi, Kenya. The successful candidate will support the programme coordinator and the respective programme team members in the timely, quality performance and delivery of overall KEWOPA programmes.

(a) Major duties and responsibilities

- Provide technical support in the design, implementation and monitoring of program activities across the KEWOPA programme portfolio.
- Contribute to the planning, analysis, review and reporting of ongoing KEWOPA projects to inform the development of the Program Progress Reports and other key deliverables.
- Monitor and review program activities, including progress towards objectives, funds expenditure and progress for selected projects and activities.
- Support the capacity development of project beneficiaries and relevant stakeholders to plan, implement and report on activities, including providing feedback on reporting quality and project implementation.
- Responsible for reviewing consultant and activity reports and contributing to the development of the program progress reports.
- Support information sharing, learning and coordination with other programs and stakeholders to achieve the project outcomes and objectives.
- Represent the organization as required and establish and maintain harmonious and effective relationships with a range of program stakeholders including the project donors, programme beneficiaries and other relevant partners.
- Maintain professional and ethical standards at all times, including those that ensure a child-safe environment.
- Supervising programmatic work including organization of events, communicating project priorities and objectives to staff for mutual understanding and ownership, supporting and mentoring staff including projects officers, Associates, Assistants and Interns to ensure that programme milestones and objectives are always achieved.
- Track and report on the project progress against project milestones and activities as per scheduled work plans and overall project objectives.
- Maintaining grant reporting schedules and preparing quality programme reports including monthly, quarterly, mid-year and annual reports to ensure submission by due dates.
- Identifying and recommending bench-marks for best practices to the organization.
- Support in the preparation of the scope and terms of reference for consultant contracts and other relevant service providers in accordance with organizational policies and procedures including follow ups to facilitate successful delivery of work by such service providers.
- Duties may vary from time to time to meet changing program needs.

(b) Required skills and experience

- Bachelor's Degree in social sciences, development sciences, law, or any other relevant field. Masters' Degree in a relevant field will be an added advantage.
- At least four (4) years' progressive work experience in project management and implementation in an implementing organisation preferably in a non-profit organisation or government agency
- Experience in proposal development process for the promotion of democracy, social justice, conflict mitigation, gender equity and/or the inclusion of marginalized groups
- Familiarity with DFID regulations and reporting requirements.
- Self-starter with ability to work both independently and as a member of a team
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of staff and members
- Ability to analyze and resolve problems as they arise
- Ability to multi-task and manage time effectively
- Ability and willingness to travel to different counties in Kenya

(c) Key competencies

- Demonstrated knowledge of gender and women representation issues.
- Strong managerial and organizational acumen.
- Understanding of results-oriented programmatic methodologies.
- Diplomatic leader who is highly self-motivated and self-driven.

(d) Application Process

This is a challenging opportunity for a dedicated and highly motivated professional. If you meet the above qualifications, would like to join this dynamic team and be part of the endeavour to contribute towards promoting sustainable development, please submit your application enclosing a cover letter, detailed curriculum vitae which should include expected salary, full contact details of three professional referees and copies of academic testimonials to: recruitment@kewopa.org so as to be received on or before **5.00pm on 7th September, 2018.**

KEWOPA reserves the right to accept or reject any offer without giving reasons for the decision taken.

Only the shortlisted candidates will be contacted.

KEWOPA is an equal opportunity employer.