



**Beyond HIV and AIDS
JOB VACANCY**

INSTITUTIONAL BACKGROUND

Women Fighting AIDS in Kenya (WOFAK) is a national non-governmental organization founded and registered in Kenya in 1994 by a group of women most of whom had tested positive to HIV. WOFAK'S aim is to contribute towards national efforts aimed at prevention and to provide comprehensive care and support to women and children living with and affected by HIV and AIDS to enable them lead more wholesome lives. Today, WOFAK is visible in the Coast, Nyanza, Western, Rift Valley and Nairobi. We are therefore looking for a qualified candidate to fill the below named position within our organization.

Position: PROJECT OFFICER

Number: WOFAK/PO/1/01/2021

Duty Station: MOMBASA

Closing Date: 24th FEBRUARY 2021

Contract Period; 5-months renewable subject to performance

PROJECT OFFICER

JOB DESCRIPTION

Job Title	Project Officer
Department	Programs
Reports to	Program Coordinator
Location	Mombasa
Job Grade	4

1. Job Summary:

The position is responsible for carrying out implementation of project activities and initiates in assigned area within the community/grass-root level.

2. Key Duties and Responsibilities:

R1. Facilitation of Project Management Administration

- T.1 Maintain synergy among field staff implementing different projects/activities in the community.
- T.2 Participate in resource mobilization efforts to identify opportunities and support concept papers and proposals development initiatives.
- T.3 Keep abreast of new or shifting specialist knowledge and paradigms (*technological, methodological or developmental*) that relate to program work; and share the same with program team and the organization as a whole.

R2. Implementation of Program and Project Activities

- T.1 Carry out timely, effective and quality implementation of program activities in the community.
- T.2 Develop and maintain positive relationships with target beneficiaries, government departments/officials, communities and other key stakeholders in the Region.
- T.3 Participate in needs assessments and other surveys that support design, implementation and improvement of program work and project activities.
- T.4 Undertake activities that awareness creation, capacity building and developing community ownership of WOFAK projects and activities.
- T.5 Facilitate collection and documentation of information and experiences for sharing both within the organization and externally.

R3. Management of Financial and Other Resources

- T.1 Adhere to financial policies and procedures to ensure effective management of organization resources; funding, expenditures, inventories, and receivables.
- T.2 Assist in the preparation of annual budgets.
- T.3 Carry out project activities as per budget lines and charge expenditures against the appropriate budget line and limits, and adhere to donor regulations/agreements and statutory requirements.
- T.4 Participate in budget monitoring and controls.

R4. Quality Assurance and Learning

- T.1 Facilitate and provide results from program indicators that measure progress, effectiveness and success of program/project implementation activities.
- T.2 Undertake continuous monitoring of developments in Kenya in program design and implementation that have bearing on WOFAK and its members/affiliates, and advice on any major changes and likely impact on target communities.

- T.3 Assist in coordination of monitoring, evaluation, and assessment activities and use results to enhance program work and promote sharing of experiences and learning both internally and externally.
- T.4 Assist in research to support project/program design and implementation activities; build case studies, and conducting operations research to inform project/program activities and agendas.
- T.5 Support in the documentation and synthesis of lessons, experiences and case studies from program implementation processes and disseminate within the organization and externally to affiliates/members, partners and other stakeholders to support continuous improvement of capacity building, networking and partnerships.

R5. Reporting

- T.1 Provide timely and quality reporting on activities of the project's implementation as per organization's schedules and donor regulations and agreements.
- T.2 Assist in compiling monthly, quarterly and other periodic reports.
- T.3 Assist in both internal and external grants reporting processes.

R6. Relationship Management, Networking and Partnerships

- T.1 Establish cordial working relations with the local community, local government administration, and other development partners.
- T.2 Maintain productive relationships with stakeholders, peers and likeminded organization that work in similar field as WOFAK.
- T.3 Participate in forums that will create visibility and a positive public image of WOFAK.
- T.4 Participate in public forums and functions/workshops and seminars on invitation, and actively participate to promote thematic areas of work and program/project activities.
- T.5 Promote effective partnership and networking with stakeholders; local community, local administration and County government, government ministries, departments and agencies, media, private sector, peers and likeminded organizations, civil society organizations and general public.
- T.6 Maintain profitable networks with other organizations which contribute to building of a positive image for WOFAK.

R7. Carry out any other duties and responsibilities which may be assigned by the management time to time.

3. Knowledge, Skills and Abilities:

(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education and prior experience or on-the-job-training).

a. Level of Education

- KCSE

b. Specialized Training/Professional Qualifications

- Diploma in Project Planning and Management
- Diploma in Counseling and Psychology
- Diploma in Public Relations and Communications
- Counselor

- Trained on management skills of CBOs

c. Competencies/Abilities/Skills Required

- Strong writing and presentation skills.
- Good facilitation and training skills.
- Stress management skill
- Good interpersonal skills and team orientation.
- Ability to work with minimal supervision.
- Strong analytical skills and attention to details.
- Strong networking, relationship building and negotiation skills.
- Good understanding of major donors grants management regulations
- Good communication, report writing and presentation skills
- Understanding of community development issues
- Team player and demonstrates high level of integrity
- Good skills in IT packages and accounting software.

d. Relevant Job Experience

- At least two (2) years’ relevant work experience.

4. Position Relationships

Within the Organization	Outside the Organization
<ul style="list-style-type: none"> • Senior Management Team • Program staff 	<ul style="list-style-type: none"> • Donors • Affiliates • Target communities • Peers in other similar organizations • Government departments and agencies • Media

5. Authority/Decision Making

The position involves making recommendation on policies to the Program Coordinator and Team on program implementation activity and issues therein consideration and approval. The job is performed in accordance with standard procedures and guidance with occasional need for independent decision. Consultations with the supervisor are made where necessary.

6. Working Conditions

The position may periodically require the jobholder to work odd hours when necessary to meet deadlines or respond to specific situations. The job is performed in the community involving frequent field visits.

7. Acknowledgment of receipt and acceptance by the incumbent

I acknowledge that I have received, read and sought clarification of any questions I have about the contents of this job description.

Working Conditions

The position may periodically require the job holder to work odd hours when necessary to meet deadlines or respond to specific situations.

Application Details

Interested candidates should quote the position and reference number above in the subject matter and send their CV and application letter which should include current and expected remuneration and contact details of three work-related referees, by e-mail to winnie@wofak.org addressed to **Human Resource Department, Women Fighting AIDS in Kenya, P O Box 35168, 00200. (Hard copy applications will not be accepted)** Nairobi do not attach certificates and testimonials at this stage.

Kindly Note;

- The closing date for submitting applications is **WEDNESDAY, 24th FEBRUARY 2021**
- We regret that only short-listed candidates will be contacted.
- WOFAK is an equal opportunity employer.
- We highly encourage women who meet the above qualifications to apply
- All applications received after the deadline won't be considered
- At no point does WOFAK ask for money in its recruitment process

