

## **JOB DESCRIPTION AND TERMS OF REFERENCE**

### **Position: Program Officer-Peace and Governance**

#### **1. Job Summary**

The Program Officer is responsible for ensuring project quality control. planning, implementing, coordinating with beneficiaries and evaluating projects under the peace and governance program. Providing support in the creation of projects documents, preparation of required budgets and implementation tools, revision of project status, determination of project funds utilization, operational and financial closure of projects; Participating in project/programme evaluation exercises. Under the supervision of the Peace and Governance Coordinator and in collaboration with the MERL Coordinators and all staff, he/she will be responsible for implementation of the respective projects under Peace and Governance. The opportunity is for highly motivated professionals with experience in peace building, Governance and human rights programming and partnership management. The officer will be based in Nairobi County.

#### **1.0 DUTIES & RESPONSIBILITIES**

- i. Ensuring the project strategies are implemented in collaboration with other implementing partners and other stakeholders and under the overall guidance of the Program Coordinator;
- ii. Preparing and updating joint work plans, budgets, annual and financial reports as well as other reports as may be required by the Program Coordinator
- iii. Supporting in delivering planned project outcomes and activities, in ensuring increased participation, awareness and influence with stakeholders;
- iv. The Accounting Officer for the projects and oversees its implementation process according to the Project Work Plan to ensure results delivery
- v. Coordination of the project implementation process with relevant stakeholders including government, private sector, civil society, donors to ensure efficiency;
- vi. Participate in all project-related procurement activities and the maintenance of an asset registry for the program to ensure compliance;
- vii. Ensure the mainstreaming of relevant issues such as Gender, Human Rights Based Approach, Conflict sensitive programming and climate change in the project implementation;
- viii. Engagement with key partners to influence policies and issues within the peace and governance sector.

## **MONITORING AND EVALUATION**

- i. Work with the monitoring and evaluation team and partners in program monitoring, evaluation and learning.
- ii. Support with tracking program activities – attending all events in the targeted counties, as relevant.
- iii. Support in the utilization and improvement of M&E processes and tools to ensure quality and result driven implementation.
- iv. Be able to coordinate the monitoring, evaluation, reporting and learning through documentation and recording of program data.
- v. Help identify lessons learned from project implementation and facilitate the incorporation of those lessons into the activity development cycle.
- vi. Meet regularly with the program team to evaluate project progress, identify successes, challenges and lessons-learned; and adjust practices as necessary to improve performance.

## **INFLUENCING AND REPRESENTATION**

- i. Expertly speak on behalf of the organization to Bilateral and international donors, private sector and civil society, National and County government partners.
- ii. Develop and maintain relationships with organizations/ actors in key target sectors (e.g., faith organizations, youth groups, women’s organizations, CBOs/local nongovernmental organizations (NGOs), local government officials, etc.)
- iii. Recommend to the Program Coordinator changes to improve efficiency and effectiveness of resource mobilization, program development processes and partnership management.
- iv. Participate, where relevant, in external representation of the organization with various stakeholders including donors, other INGOs, County Government, Regional Economic Blocs and National government.
- v. Communicate effectively to ensure overall program targets are met by ALL key stakeholders.
- vi. Maintain productive working relationships and ensure close coordination and sharing of information with relevant staff, partners and other program stakeholders.
- vii. Identify opportunities for innovative actions and synergies with other initiatives and partners including in government and private sector.

## **SUSTAINABILITY AND RESOURCE MOBILIZATION:**

1. Produce internal reports and conduct reviews on the project performance and progress of against agreed financial targets and annual objectives.
2. Research develop and execute strategies potential for scaling and replication.
3. Maintain an up-to-date context of sector trends in line with sustainable development goals, build organizational understanding of new donors and contribute information for prioritization of programming
4. Participating in strategic meetings with donors/investors and peers relevant to institutional funding.
5. Contribute to the proposal development process for funding opportunities, working closely with the Program teams and management team to develop high quality funding applications.

## **FINANCE MANAGEMENT AND COMPLIANCE**

- i. Lead the procurement process as when needed and update the management in accordance with the organization policies and donor rules and regulations.
- ii. Coordinate the negotiations and compliance of service contracts with external facilitators and mobilizers and any other key resource persons.
- iii. Take part in drafting and/or review consultancy scope of work, support in managing aspects of consultancy technical deliverables, efficacy and contract budget.
- iv. Monitor program spending and partners budget to ensure activities are implemented within the cost, time and in compliance with donor regulations and Pamoja policies.
- v. Where applicable, support community stakeholders develop activities mini budgets for effective implementation.
- vi. Develop mini budgets and impress for effective project delivery concise reports and submit them to the finance department as per organizational and donor standards.

## **3.0 Desired Competencies:**

- i. Highly organized team player, with pro-active and flexible work style, experience, knowledge and understanding of the NGO sector
- ii. Ability to build and maintain relationships with colleagues, partners, beneficiaries, government, donor organizations and other stakeholders;
- iii. Excellent oral, written, and structured presentation skills with the ability to address senior management and technical audiences;
- iv. Exposure to and ability to develop and apply digital tools and applications in the context of development corporation practice would be advantageous
- v. Promotes local and national ownership and participation wherever possible;
- vi. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- vii. Ability to multi-task and prioritize work schedules;
- viii. Good command of computer applications such as Microsoft Office in particular.

#### **4.0 Desired Qualifications and Experience**

- i. A university degree in development conflict transformation, peace building, political science, international relations, social sciences or other relevant fields of study;
- ii. Minimum 5 years of working experience in the area of project/program management/coordination. Experience with Civil Society is an advantage;
- iii. Experience in Training and facilitation of Peacebuilding, conflict transformation, democracy and governance processes is highly desirable; and
- iv. High level of familiarity with international development and donor engagement procedures.
- v. Experience in resource mobilization with reliable networks across Civil Society, Private sector and government is a plus.

#### **5.0 Terms of Employment**

This is a national recruited position applicable only for Kenyan citizens or residents with a valid working permit and will be managed through a fixed term contract of One (1) year, subject to a probation period of three (3) months, and is renewable depending on performance and availability of resources.

Pamoja for Transformation offers a multicultural, collegial programs with competitive salary and excellent benefits. We are an equal opportunity employer, and strive for gender, diversity and inclusion in our staff, without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, disability, marital status, or any other characteristic.

#### **Duty station**

The duty station will be in **Nairobi Office** with frequent field missions taking up to 40% of the total time.

#### **How to Apply:**

If you meet the requirements described above, send your application to [hr@pamoja-transformation.org](mailto:hr@pamoja-transformation.org) quoting the position on the e-mail subject line. The application to include cover letter summarizing academic and professional qualification, skills, expected salary, and a detailed Curriculum Vitae (CV) with at least three professional referees submitted as a single pdf. Testimonials shall be presented during the interview for the shortlisted candidates. Only the shortlisted candidates will be contacted.

**DEADLINE FOR APPLICATIONS SUBMISSION IS 25<sup>TH</sup> March, 2024 by close of business.**