JOB DESCRIPTION

Position: Program Officer
Location: Baringo County

About the Job Role:

Program Officer will assist the delivery of STC Education program activities in Marigat and East Pokot. He/she will be directly reporting to the Program Coordinator- Tiaty. The positions will be based in East Pokot - Chemolingot office.

Key roles and responsibilities.

Project Delivery:

• The Program Officer supports the Program Coordinator in ensuring that the projects plans are planned, completed on schedule and on budget while meeting the project’s objectives.

• Collaborate with Program Coordinator in providing direction for the projects to ensure the education program is achieving its objectives and goals.

• Assist in designing and implementing the Marigat and East Pokot Education Programme, mainstreamed with cross-cutting and child safeguarding issues.

• Participate in project design, proposal development and contractual agreements.

• Support Program Coordinator to ensure project outcomes are delivered to quality required by the programme and to schedule, within set budgets and scope.

• Plan and manage day to day of the projects including workplans, reports and support organization wide activities and campaigns as needed.

Leadership Management:

• Provide training and support to interns and volunteers in regards to their roles and responsibilities as assigned.

• In liaison with the Program Coordinator, map and identify the project participants.

• Providing volunteers and primary actors with necessary skills and resources to improve education activities.

• Support recruitment, induction/orientation and training activities.

Monitoring, Evaluation & Reporting:
• Participate in monitoring project activities to ensure that they are implemented in a systematic and timely manner to follow work plan targets, achieve technical requirements and complete deliverables in accordance with project agreements and budgets in Baringo.

• In liaison with the Program Coordinator, Monitor and track project budget expenditures in Baringo.

• Compile and write timely and quality activity, monthly, quarterly and annual project reports for activities.

• Prepare success stories, case studies and other reports as assigned by the Program Coordinator.

• With support from the MEL officer coordinate and participate in project data collection exercises in Baringo.

• Support the monitoring and evaluation unit during monitoring of project and program evaluations in Baringo.

Desired Skills and Competences

• Project management skills

• Child Protection and safeguarding skills

• Excellent communication skills: Written and Verbal.

• Good coordination, facilitation and presentation skills

• Community Mobilization Skills

• Project monitoring and evaluation skills

• Budget development and management skills.

Education and experience:

• University graduate in Education, Arts, Social Sciences, Community Development, Political Science, Project Management, or any other relevant field.

• Minimum of 2 years’ experience in implementing Education or Community development projects

• Minimum 1 years proven project implementation experience in NGO’s, demonstrating the capacity to manage budgets.

• Demonstrated understanding of the global Child Protection and safeguarding practices.

• Significant experience in budget preparation, quality report writing and editing skills.

• Significant Monitoring and evaluation experience of education projects.
Experience in stakeholder’s engagement, especially Ministry of Education and Sub County administration.

How to apply

- Application should be made to HR So They Can Kenya at infokenya@sotheycan.org
- Quote expected Salary
- Applications should be received on or before **Friday, 3rd February 2023**
- Only shortlisted candidates will be contacted

*So They Can is a strong Child Protection Organization. Any form of child safeguarding breach is not tolerated.*