



SENIOR PROJECT OFFICER VACANCY

Job Title:	Program Officer
Department:	Programming
Reports To:	Program Manager- Health and Social Well-Being
Country/Location:	Kenya/Nairobi
Length of Contract:	2 Years

About IRCK

The Inter-Religious Council of Kenya (IRCK) is a national coalition of all major faith communities in Kenya that works together to deepen interfaith dialogue and collaboration among members for a common endeavor. It mobilizes the unique moral and social resources of religious people to address shared concerns.

Job Summary:

IRCK is partnering with Catholic Relief Services (CRS) to implement an ECD Advocacy Project (Strengthening Faith system for ECD) in Kenya, the role holder will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to implementing partner's staff, advancing IRCK work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

The jobholder's duties and responsibilities are outlined as follows:

- Provide technical guidance and advice to IRCK's staff in advancing her work in serving the poor and vulnerable.
- Apply best practices and constantly works towards improving the impact of projects benefits to those we serve.
- Support the implementation of Health and Education Programs of IRCK.
- Attending different Project Management Team meetings and ensure dissemination and implementation of the relevant policies and guidelines.
- Ensuring that all resources allocated to this project are effectively and efficiently managed by maintaining financial control procedures, records and accountability standards.
- Contribute to the development and implementation of National ECD advocacy strategy in collaboration with other ECD actors.
- Conduct sessions/trainings for Interfaith Leaders and other interfaith structures to inform understanding and influence on Early Childhood Development.
- Work closely with County Interfaith Networks in promoting ECD for children 0-3 years in the 7 counties of the Lake Region Economic Block through advocacy.
- Identify and participate in ECD networks with relevant stakeholders and partners to build strategic relationships on key policy issues and advocacy opportunities including influencing existing National ECD Framework.
- Organize and lead the implementation of all assigned project activities as outlined in the detailed implementation plan in line with IRCK program quality principles and standards, donor requirements, and good practices.

- Ensure learning properly accompanies project activities throughout the project cycle.
- Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences.
- Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with all local project stakeholders and serve as the liaison between them and the project team to mobilize local actors and promote project activities and impact.
- Support and coordinate capacity building and technical support activities to ensure assigned project activities are implemented per project guidelines and standards.
- Coordinate provision of any logistical and administrative support to the partner(s).
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices
- Participate in business development initiatives to grow the ECD portfolio at IRCK, County and National levels.

Basic Qualifications

1. Bachelor's Degree in Social Sciences, in Early Childhood Development, Education, Social Work, Health or related field.
2. Strong policy, advocacy and research skills and ability to negotiate and network with a broad range of stakeholders.
3. Experience and good understanding in developing advocacy strategies. ECD advocacy experience will be an added advantage.
4. A minimum of 5 years' experience in a similar position.
5. Computer competency.
6. Experience working with partners, participatory action planning and community engagement.

Required Languages - Excellent spoken and written English

Travel - Must be willing and able to travel up to 60 %.

Desirable attributes

- Strong leadership and managerial skills
- Skills in management of donor funded Programs
- Good communication skills
- Good public relations and advocacy
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Demonstrated commitment to respect, equity, diversity and inclusion including gender equality.

Agency-wide Competencies (for all IRCK Staff)

These are rooted in the mission, values, and guiding principles of RCK and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation



- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Key Working Relationships:

Internal: Program Manager-Health and Well-being, Deputy Executive Director, Executive Director IRCK, IRCK Programme staff.

External: Head of Division of Neonatal and Child Health, Directorate of ECDE, CRS Relevant ECDE Department staff

DISCLAIMER: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

What we offer:

IRCK offers a comprehensive benefits package and the opportunity to work in a collaborative, mission-driven culture that is committed to improving the lives of the Kenyan people.

IRCK provides equal employment opportunity to all qualified employees and applicants for employment are not discriminate based on race, color, religion, ancestry or national origin, sex, age, marital status, physical or mental disability or handicap, medical condition and any other status protected by law. As an equal opportunity employer, IRCK will recruit hire, train and promote persons solely on their qualifications and abilities.

IRCK' emphasis on family values supports benefits, including maternity and paternity leave, policies that promote exclusive breastfeeding and flexible working hours where possible. Women are highly encouraged to apply.

By applying to this job, I understand and acknowledge that IRCK requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

Interested Candidates to apply to recruitment@irck.or.ke by 5 PM, 24th March 2023.