



FEMINIST FOR PEACE, RIGHTS AND JUSTICE CENTRE (FPRJC)

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22nd December 2021

Program Officer:

Job Description Template

We at feminist for peace, rights and justice Centre looking for a **Program Officer** who will support the program team in communicating with field partners and reviewing, evaluating, funding, and monitoring projects. The ideal candidate (she) will have knowledge and experience in community development and will share a vision for supporting local development actors to lead change. The candidate should also possess key issue area expertise in women and leadership. The position is based in our Kibera office kisumundogo village.

The Program Officer will be mission-driven, team-oriented and have a can-do approach in supporting the growth of an innovative and growing non-profit organization in a variety of ways. Candidates should possess excellent analytical skills, strong writing skills, excellent time management and interpersonal skills, and be dedicated to promoting community development. Key values include consistency, commitment, energy, and positivity.

Program Officer Responsibilities

- Maintain existing partnerships and grow the organization's network of strategic partners.
- Maintain strong relationships with project partners, providing technical assistance, appreciative coaching, listening and empathy throughout implementation.
- Routinely process grant applications and lead the review and evaluation of project design.
- Process and review progress and final project reports, providing feedback to project leaders in support of their participatory development practices while critically assessing every project for growth and sustainability.
- Data quality control for the organization's online project management database and systems.
- Support and build on the organization's monitoring and evaluation strategy and framework.
- Collect and analyze projects data and prepare for use in promotional materials, publications, events, and other reports.
- Content development for feminist Centre website, annual report, social media, events, email newsletters, and other material.
- Keep a finger on the pulse of relevant literature, articles, events, conferences, and trending news related to Feminist centre projects.
- Routinely interface with Feminist centre's development and operations teams to ensure strong internal coordination on programming.

- Support organization-wide activities, events, and campaigns actively and as needed.

Program Officer Requirements

- Bachelor's degree in a social work or community development.
- At least 1 year experience working in Kibera, including experience working alongside and championing local development actors
- Excellent English verbal and written communication skills
- Professional competency in English and Swahili.
- Able to work well with culturally and geographically diverse staff and partners
- Experienced, efficient and organized in online and remote work
- Ability and energy to travel domestically and to organize travel logistics
- Proficient in Microsoft Office suite, Google suite, and ability to learn new technologies and software quickly.

To apply submit a resume and a cover to @ kiberafminists@gmail.com and indicate program office in Subject line. No phone calls please.

Deadline 27th December 2021.

Eligible candidates will be contacted by 31st December 2021