

Program Officer at World Vision Kenya

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Location: Kenya

Category: business-and-financial-operations

Job Description

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World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Key Responsibilities:

This position is responsible for providing administrative and technical support for the mobilization of 6UN (WFP, UNHCR, UNICEF, OCHA, UNDP and FAO) grants opportunities. The position works alongside the Regional Senior Technical Advisors for MEER, EAR and APR and Technical Director in the technical reviews of WFP Field Level Agreements and 5UN Program Document packages (proposal, log-frame, budget, budget narrative, match and income allocation and legal agreements) for completeness and accuracy. The position is also responsible for ensuring all 6UN grant approvals are done as per the internal WV approval procedures, i.e. in line with the business process defined in the WFP Programme Investment and Management Framework and 5UN Guidelines. As and when required in emergencies, this position can be deployed to the field to support in programme and proposal development; including hands-on donor engagement in contractual documentation.

The Program Officer works closely with Field Offices to ensure the completeness of signed documents and posts them in the Disaster Management Grant Database and Horizon which are the global repository of all WV grants projects documents and reports hence requiring attention to detail in keeping data complete and accurate as many decisions are

made based on information and reports from these databases. The position leads the production of monthly and quarterly reports on the proposal tracker and match funding allocation and utilization.

Major Job Responsibilities:

Support Senior Technical Advisors (STAs) for East Africa Region, Middle East Regions and APR on WFP program design, proposal review, adoption of quality standards, and adherence to WV agreed processes.

Support in the technical review of 30% of new program design documents i.e. proposal, log frame, and budget.

Take the lead in brokering the SOs – FOs partnership by timely sharing of 5UN project summary forms with SOs for selecting projects they will support.

FLA packages and JPIAs are posted on the Disaster Grants Database as per agreed timelines.

Leadership in WFP Match funds management and brokering Field Offices – Support Offices pairing for WFP opportunities

Support the STAs in the consolidation of the regional WFP forecasting information for sharing with SO.

Support the Resource Development Director to consolidate the SO annual LoA conditions.

Support the Resource Development Director to organize SO dialogue meetings to discuss annual LoA conditions and ensure consensus between RD and SOs.

Take the lead in the consolidation of the WFP SOs match pledges and strategic partner selections.

Support the Resource Development Director to organize SO dialogue meetings to discuss match pledges and strategic partner selections and ensure all FOs have adequate SOs support.

Take the lead in brokering the SOs – FOs pairing for WFP opportunities, including periodical consolidation of WFP projects in the pipeline, and sharing with SOs for selecting projects they will support.

Take the lead in the processing of Letters of Authorization (LoAs) and Allocation Tables (ATs) based on SOs selections for participation and Annual LoA conditions.

Take the lead in the SO's engagement to ensure every WFP project is fully supported with match funds.

Build relationships with FOs, SOs, and SO Hub teams for timely resolution of issues related to WFP project contracting, issuance of LoAs, signing of FLAs, processing of JPIAs, match management, and commitment.

Provide periodic updates on the status of SO match utilization and corresponding income generated for SOs.

Internal Engagement

Actively participate in quarterly Disaster Management -SO and Food CoP meetings, and share challenges, emerging issues, lessons learned, and best practices on WFP contracting.

Actively participate in monthly Regional Food & Cash Assistance Managers update meetings, and share acquisition progress, challenges, emerging issues, lessons learned, and best practices.

Actively participate in FOs Program Review Meetings organized by SOs, and share challenges, emerging issues, lessons learned, and best practices.

Actively participate and support coordination activities geared towards smooth migration from the DGDB to the new WV global system.

Capacity building of FOs, SOs, and Disaster Management staff on WFP and 5UN guidelines and processes

Together with the Senior Technical Advisors periodically identify FOs, SOs, and DM stakeholders that need orientations on WFP, and 5UN guidelines and processes (orientation on PIM policy, CPI process, 5UN business model, and processes).

Take the lead on conducting ongoing capacity building for new FOs, SOs, and DM staff on the WFP and 6UN guidelines and processes.

Together with the Senior Technical Advisors to troubleshoot on SO and FO contractual and match issues.

GRRT deployment and Technical Assistance to field offices.

GRRT in-country/remote deployment – days to be determined based on need.

Register and ensure completion of HEAT training.

Knowledge/Qualifications For The Role

At least 5 years of experience working in an INGO in the field of grants and contractual management.

A degree in Social Sciences, Economic, Business Administration, Statistics, and or experience in desk research and analysis, and project management.

Technical Training qualifications required: Computer skills, Monitoring & Evaluation

In-depth knowledge of project design and proposal writing.

Fluency in English is essential.

A good working knowledge of Lotus Notes, MS Office.

Understanding of monitoring and evaluation, and data analytics.

Excellent communication (written and oral) and interpersonal skills, particularly in a cross-cultural environment

Good understanding of World Vision and Sphere relief standards, and accountability mechanisms such as HAP, the Red Cross, and NGO Code of Conduct.

In-depth knowledge of project design and proposal writing.

Ability to pursue thoroughness and appropriate attention to detail under pressure.

Database management, statistical skills and ability to critically evaluate data.

Travel and/or Work Environment Requirement

The position requires the ability and willingness to travel to field offices and communities where field-based projects are implemented, up to 10% of the time.

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