

Project Officer at CARE

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

Job Description

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CARE International is a major humanitarian agency delivering emergency relief and long-term international development projects.

JOB SUMMARY

Working closely with the Project Manager, the Project Officer will be the primary person responsible for implementation of the project's activities. The Project Officer will be responsible for all project mobilization, planning, implementation and monitoring of Beiesdorf activities in Bungoma and Kakamega Counties, in consultation with the Project Manager.

ROLES AND RESPOSIBILITIES

Project Development and Implementation

Coordinate identification and mobilization of project beneficiaries.

Conduct TOT training to implementing partner trainers on YSLA methodology and Entrepreneurship.

Coordinate cash transfers to select project beneficiaries and linkage to TVET institutions.

Coordinate health awareness sessions for both radio and community health campaigns.

Supervise contracted IP and oversight IP field officers to ensure delivery of quality services.

Enhance teamwork and synergy among and between Beiersdorf and other CARE Kenya

programs, as well as Project partners.

Coordinate and liaise with relevant County heads of departments relating to health, Education, Gender and social services, for sustainability in project implementation.

Assist Gender officer in training project Implementing partner staffs on SAA

Assist the Project Manager in designing and development of training modules, visual aids, participatory tools and other IEC materials.

Assist the Project Manager in planning, coordination, and execution of trainings to Implementing partner staffs.

Participate in relevant networking forums at County level and other CARE organized functions.

Maintain database of the project targets achieved.

Prepare and submit monthly activity updates, quarterly, biannual, and annual reports to the Project Manager.

Job Vacancy

Program Quality and Learning

Proactively engage in CARE Kenya knowledge and learning activities in line with the organization's objective of becoming a learning organization (CARE academy, mentorship programs, international days, knowledge sharing workshops, support staff field visits, etc).

Set at least one individual operating plan (IOP) to contribute to accountability and knowledge management in CARE Kenya.

Assist the Project Manager in field data collection/research activities.

Document and share MSC/Success stories quarterly, with the Project manager.

Personnel, Management and Administration

Administer/maintain assigned motorcycle, computer and any other CARE properties assigned to you.

Manage, utilize and account appropriately project finances under your custody i.e. project

advances and TER.

Any Other Duties

The officer will be assigned any other duty deemed relevant by the project manager.

QUALIFICATIONS

Education

Degree in Development studies/Sociology/Business Administration, Health, or Diploma in Community development/Social work with 5years experience in implementation of VSLA and Enterprise development interventions.

Experience

3 years minimum experience in implementing community development programs including VSLA methodology and Enterprise development programs in general.

Good communication, report writing skills and experience in adult learning methodologies.

Community entry Process, team building and accomplishing tasks on time, with minimal supervision.

TOF/ TOT experience.

Building synergies and managing Partnerships.

Job Vacancy

Community health background is an added advantage.

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