

Project Officer – Kilifi at Catholic Relief

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Job Description

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Catholic Relief Services (CRS) is an international non-governmental organization supporting relief and development work in over 99 countries around the world. CRS programs assist persons on the basis of need, regardless of creed, ethnicity or nationality and works through local church and non-church partners to implement its programs. CRS has been helping poor, vulnerable families improve their lives through orphans and vulnerable children, agriculture, health, microfinance, and WASH programming in Kenya since .

Job Summary:

As a member of the BORA Project team, the Project Officer (PO) Kilifi County will report to the Senior Project Officer (SPO) – Youth and be responsible for the day-to-day project planning, implementation, monitoring and reporting. The PO will manage relationships with the County Government of Kilifi, Government Ministries, TVETA, NITA, KNQA, Technical and Vocational Education and Training (TVET) Providers, Youths, peer NGOs, private sector and community members to advance the youth skilling agenda. S/he will ensure the project consistently applies youth mainstreaming and integration efforts, emphasizing an inclusive Positive Youth Development Approach.

Specific Responsibilities:

Lead the implementation of all assigned project activities in Kilifi County as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.

Conduct labour market assessment of Kilifi County to inform the design and roll-out of skills development and employment interventions.

Undertake capacity needs assessment of youths and TVET institutions and provide relevant trainings and technical capacity to ensure effective impact.

Map out and foster effective partnership with key stakeholders including Government ministries, employers, finance institutions, TVET institutions and NGOs.

Prepare and submit monthly, quarterly, and annual project progresses reports and plans within the set deadline.

Support and collaborate with the MEAL team to collect and analyze project data, capture and share lessons and best practices for improved decision making and contribution to the CRS Youth Programming learning agenda.

Contribute to maintaining relationships with donor, peer organizations and other stakeholders. Represent and promote CRS and the BORA project at local forums and events.

Closely work with the Communications team to develop comprehensive social behavioural change strategies and plans around youth perception and attitude towards TVETs.

Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Actively participate in their efforts to reflect on project experiences.

Coordinate provision of any logistical and administrative support within the project.

Support the CRS Kenya CP youth initiatives and any other related duties, as assigned.

JOB-DETAILS.JOB-QUALIFICATIONS-TITLE

Typical Background, Experience & Requirements:

Education and Experience

Bachelor's Degree required, ideally in the field Social Sciences, Youth Affairs, Social Work, Economics, Community Development or a related field.

At least three years of experience in project support ideally in the field of youth employment/technical and vocational education/ youth livelihoods programs.

Familiarity with any of the positive youth development frameworks is strongly preferred.

Good relationship management skills and experience forming relations with Government agencies, TVET institutions, employers, donors, peer organizations, and local community members.

Proficiency with Microsoft Word, PowerPoint, Excel, and other valuable presentation platforms.

Experience creating reports, presentations, proposals, and communication materials.

Experience developing capacity/delivering training for young people.

Ability to examine and analyze data, research, and facts to uncover and understand cause-effect relationships, and use information as a basis for problem solving, decision making, and prioritization.

Personal Skills:

Analysis and problem-solving skills with ability to make sound judgment.

Good relationship management skills and the ability to work closely with local partners.

Proactive, results-oriented and service-oriented

Attention to details, accuracy and timeliness in executing assigned responsibilities.

Ability to collaborate and contribute to a close knit, supportive team environment, and work with people and organizations of diverse backgrounds, experiences, and cultures.

Efficient, high-capacity self-starter who thrives in a fast-paced work environment.

Outstanding interpersonal skills. Ability to quickly establish trust and rapport with professional and community stakeholders; comfortable addressing politically sensitive and policy questions with tact and poise.

Demonstrated commitment to respect, equity, diversity, and inclusion including gender equality.

Required Languages

English, Kiswahili

Travel

Must be willing and able to travel up to 60% within sub-counties in Kilifi County.

Key Working Relationships:

Supervisory Responsibilities: None

Internal: Regional Technical Advisor – Youth & Financial Inclusion, Senior Project Officer (SPO) Nairobi/Isiolo/Kilifi, Senior Project Officer – Nairobi/Nakuru/Kakamega/Busia, Program Manager – Youth, Head of Programming, Project Officer – Kilifi, Senior MEAL Officer, ICT4D/Communications Officer and Communications Manager.

External: Project Officers – Caritas Kenya, TVET partners, Donor, Government agencies, Partner INGOs, Local NGOs, Community representatives, Financial institutions, Employers, Local Community and Beneficiaries.

Agency-wide REDI Competencies (for all CRS Staff)

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

Personal Accountability

Acts with Integrity

Builds and Maintains Trust

Collaborates with Others

Open to Learn

Strategic Mindset

Develops and Recognizes Others

Leads Change

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