

SL Tailoring Instructor- Kibera at Shining Hope For Communities

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Job Description

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Shining Hope for Communities (SHOFCO) is a non-profit organization based in Nairobi, Kenya and New York, NY that combats urban poverty and gender inequity in the slums of Nairobi. Kennedy Odede, who grew up in the Kibera slum, founded SHOFCO in with a focus on youth and gender empowerment. SHOFCO has four initiative areas: education, health, economic and community empowerment, and water and sanitation. The organization is currently active in the Kibera and Mathare slums of Nairobi.

Position Objectives and Responsibilities

Support planning and coordination of a program and its activities in the SHOFCO sites

Ensure implementation of SWEP tailoring Standard Operating procedures.

Maintain budget and track expenditures/transactions.

Help build positive relations within the team and external parties

Provide input and ideas into the strategy, design and structure of the program.

Assist in planning, implementing and evaluating program initiatives in line with SHOFCO's mission and strategy.

Assist with the recruitment, hiring and on boarding of the SWEP tailoring staff and conducting quarterly staff performance Appraisals.

Monitor the operations of the SWEP tailoring section as the overall in charge for the production and marketing of products

Coordinate the running of SWEP tailoring production unit, ensuring growth and continuous

Facilitate the intake, assessment, referral and monitoring of members of SWEP and enhance program linkages with the Gender and other relevant departments

Develop and maintain relationships with members, offering personalised support and tracking stories of change (impact stories/success)

Explore ideas for the economic empowerment of members and the proper utilisation of peer mentoring techniques to this end.

Organise training and refreshers for SWEP tailor and other IGAs

Support SWEP officer in reviewing training content and ensure quality delivery in all Tailoring, handcrafts and IGA trainings

Manage program resources by preparing budgets and tracking use against approved budgets and ensuring compliance.

Keep track of program activity plans and implementation schedules to ensure quality of activities and timely achievement of outputs.

Undertake documentation of good practices and lessons learned and ensure incorporation in improved processes.

Prepare and submit monthly/ weekly/ quarterly update reports on the programme's projects.

Identify and document program success stories and other narratives to enhance quality of donor visits and donor reports.

Promote an entrepreneurial spirit within the programme.

Work with the SWEP Officer to ensure sustainability of the program

Explore new business models in conjunction with the line manager

Requirements

Academic qualification

Tailoring qualification is a must backed with experience in textile/ tailoring as an Instructor

Professional Qualifications

Qualification in any relevant field

Other requirements (unique/job specific)

Experience in a relevant field

Proven experience in dealing with local stakeholders

Prior experience using basic computer software

Functional Skills

Examining information

Articulating information

Providing insights

Behavioural Competencies/Attributes:

Establishing rapport

Interacting with people

Empowering individuals

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