



SOS CHILDREN'S
VILLAGES

VACANCY ANNOUNCEMENT

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "Every child belongs to a family and grows with love, respect, and security" and its programs are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities, and build strong institutions in line with Sustainable Development Goals (SDGs) 1, 4,8,10, and 16.

This is done through programs that are geared towards addressing the political, economic, health, and socio-cultural root causes of child vulnerability and family separation. The programs focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health, Advocacy and Humanitarian Action.

SOS Children's Villages in Kenya implements programs in six (6) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu, Meru and Isiolo. We seek to recruit a suitably qualified person to fill the position of **Location Program Director for the Nairobi Program Location**.

LOCATION PROGRAM DIRECTOR – NAIROBI (1 position)

Position summary: Reporting to the **National Director**, the Location Program Director leads the implementation of the organization's Strategy, Plans, Budgets and Policies; monitoring, evaluation, reporting and learning processes; partnership engagement, management and resource mobilization and provides general leadership to the Program location team towards realizing the organization's Vision and Mission.

Key performance areas and main responsibilities

1. Lead and coordinate the implementation of the organization's Strategy through program design, planning & budgeting, implementation, Monitoring, Evaluation and Reporting on all location Programs and Operations

- Work with the location program team and NO program managers to identify program priorities for children and youth at the location.
- Lead program design, planning, budgeting and implementation of location programs.
- Ensure appropriate allocation of budgetary, human and other resources to programs in the location as per the approved plans and budgets.
- Work with the national Monitoring and Evaluation Manager and location team to monitor and evaluate program implementation and facilitate re-design where appropriate.

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A loving home for every child

- Lead regular analysis of Budgets versus Actual expenditures on planned actions as per the location plans and budgets and ensure adherence to the approved plans and budgets, taking remedial action to ensure efficient utilization of resources and mitigate against over or under-expenditure.
 - Coordinate program reporting to internal and external audiences (National Office, PSAs, IPD donors, Government, CSO stakeholders and others) in line with the Member Association (MA) and respective donor guidelines.
 - Facilitate learning among staff from the program location and other program locations and Member Associations.
 - Lead and coordinate the development of all annual, mid-term and long-term plans and budgets for the program location as guided by the National Director.
- 2. Supervise, coordinate and provide technical supervision and support to all heads of departments or portfolios.**
- Work with the program location team and HR to continuously identify technical support needs of staff at the location.
 - Based on the identified needs, develop and implement capacity development actions to strengthen performance.
 - Provide continuous technical support supervision to staff in the program location.
- 3. Provide administrative support to the program location staff to improve efficiency, effectiveness and productivity.**
- Lead and coordinate the dissemination of all policies that are relevant to the smooth administration of the program location to staff.
 - Work with the NO team and location staff to ensure implementation and full adherence to all policy provisions by the location staff.
 - Provide support to the location staff in strengthening administrative processes for the smooth implementation of programs.
- 4. Lead the resolution and reporting on all outstanding audit issues emerging from the program location as detailed in internal and external audit reports.**
- Work with the Member Association's Internal Audit department and external auditors to undertake scheduled audits on the location as guided by the National Director.
 - Identify and address areas of improvement based on findings and recommendations of internal and external audit reports.
 - Lead the location team in ensuring timely resolution of all issues identified by internal and external audit exercises.
 - Consolidate and submit reports and appropriate documentation on all resolved audit issues to the ND and Internal Audit Department as appropriate.
- 5. Lead partnership management and resource mobilization efforts to contribute to the MA's overall self-sustainability goals.**
- Spearhead the identification and formal engagement of local strategic partners (Civil Society Organizations, Government, private sector and others) to advance the MA's vision, mission and programs in line with the MA's partnership policy.
 - Develop clear Memoranda of Understanding (MoU) with each strategic partner detailing clear objectives, roles, responsibilities and contribution to the partnership.

- Work with the location team to manage the partnerships for the mutual benefit of the parties.
- Work with the Fund Development and Communication (FDC) department to develop and implement local fundraising plans to mobilize resources for the location.
- Support development of grant applications aimed at sustaining or expanding the location's programs in collaboration with the FDC department.

Perform any other reasonable task as assigned by the immediate supervisor from time to time.

Required qualifications & experience requirements

1. **Bachelor's Degree** in relevant social science with at least **8 Years of relevant experience**;
2. **Master's Degree** in relevant Social Science with at least **5 Years of relevant experience**
3. Experience in general management, programming and operations.
4. Experience in fund development and management.
5. Experience in financial and administration management
6. Experience in partnership development and management including donor servicing.

Required personal attributes

1. Sound understanding of SOS Children's Villages in Kenya's Vision, Mission, principles, work and strategic focus.
2. Sound understanding of the international, regional and local child care and protection context including key legal frameworks guiding child rights programming.
3. Good people skills and ability to lead and work within teams comprised of members from diverse backgrounds.
4. Minimum 8 years' experience in a managerial position dealing with program design, planning, budgeting, implementation, monitoring and reporting.
5. Expertise in the functioning of local and international NGOs and Programming
6. Excellent communications and presentation skills.
7. High standards of conduct and ethics as well as integrity, appropriate judgment, independence and confidentiality.
8. Personal organization and planning skills; ability to organize and prioritize
9. Capable of a rigorous analytical approach and result oriented.
10. Ability to place details in a wider context;
11. Flexible, resilient and able to manage stress.

Child Protection Policy

SOS Children's Villages Kenya takes (Child safeguarding, Staff safeguarding and Asset safeguarding) very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organization. You must sign the Organization's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

Data Protection Policy

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages in Kenya beneficiaries and their families, co-workers, suppliers, Board members, contractors and other stakeholders is handled confidentially and by prevailing SOS-Kinderdorf International data protection laws and Kenya's legal frameworks on Data Protection.

How to Apply

If you believe your experience, competencies and qualifications match the job and role specifications described; send a **Cover Letter & updated CV in PDF** with details of **3 traceable referees** one of which must be an immediate former employer to **recruitment@soskenya.org** addressed to the Human Resources and Administration Manager to reach us on or before **29th October 2023.**

Only shortlisted candidates will be contacted

SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy for the conduct of sexual harassment, exploitation, and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection, and hiring decisions will give due emphasis to assessing candidates' value congruence and thorough background checks, and police clearance reference check processes.

SOS Children's Villages is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity, and equality.

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