

VACANCY ANNOUNCEMENTS

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 as laid out in SDGs 1, 4,8,10, and 16.

This is done through programs that are geared towards addressing the political, economic, health, and social root causes that lead to high levels of child vulnerability and put families at risk of breaking down. The programs focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health Care and Advocacy.

SOS Children's Villages in Kenya implements programs in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu, and Meru. SOS Children's Villages. We seek to recruit suitably qualified persons to fill the position of **Driver (Nairobi) and Community Development Worker, (Eldoret)**

DRIVER (1) NAIROBI LOCATION

Job Summary: Reporting to the Program Administrator, the driver is responsible for meeting transportation needs when required for the Children's Village. In doing so, he/she carries an important responsibility of being entrusted with the lives of personnel and sometimes visitors. In all her/his work, she/he should present a good role model.

Key performance areas and main responsibilities:

Fulfils the Transport Needs of the location

- Carries out the driving requirements of the project as directed by the Program Administrator, who is responsible for coordinating vehicle use. This includes conveying the project staff to the various places they may need to visit in the course of their work, efficiently and safely. S/he also drives the organisation's vehicles to all assigned places, delivering and picking up mail & other items as directed.
- Conduct trips using the shortest possible route. Avoids unnecessary deviations and multiple trips to minimize mileage and time wastage.
- Records all trips in the vehicle mileage logbook

Note: Use of SOS Children's Villages in Kenya vehicles for personal trips is strictly prohibited.

Ensures the Safety of the Staff

- Drives safely at all times, to protect the safety of staff, visitors & sometimes children.

- Complies to all traffic regulations and stops only where it is safe to do so.
- Follows the correct procedure in the event of an accident. Notifies the Project Manager and appropriate authorities immediately, and renders assistance where necessary.

Maintains the Safety and Security of vehicles

- Performs complete visual safety checks of the vehicles before driving on a daily basis, completing daily pre and post-trip checklists. Regularly checks lights, indicators, brakes, tyre pressure, oil, battery, and radiator.
- Reports any defects to the Program Administrator and ensures that all necessary servicing is performed by reputable agencies.
- Ensures vehicles are kept in good working order. Possesses manual dexterity for using tools for general maintenance.
- Does simple general maintenance as required on the vehicle
- Report any needed repairs, and delivers the vehicle to the repair site
- Maintains the cleanliness of vehicles by regularly washing the interior and exterior.
- Reconciles fuel bills before sending to Accounts Department for payment processing
- Keeps records of maintenance work done on the vehicle.

General

- Provides a good role model for the SOS Children's Villages.
- Carries out all duties in an exemplary manner.
- Ensures vehicles have sufficient fuel at all times and records mileage for each trip made.

Formal qualifications & Experience Requirements

1. **Kenya Certificate of Secondary Education.**
2. At least **5 years working experience** working with projects in Non - Governmental Organizations
3. Thorough knowledge of traffic laws and traffic patterns is desired.
4. A valid driving license free from any current endorsement (s) for classes of the vehicles the driver is required to drive.
5. A **Defensive Driving Certificate** from the **Automobile Association of Kenya (AA)** or its equivalent qualification.
6. A **Valid certificate of Good Conduct**
7. A **First Aid Certificate Course** lasting not less than one week from St Johns Ambulance or any other recognized institution.
8. **Occupational Trade Test III Certificate**

COMMUNITY DEVELOPMENT WORKER (1) ELDORET LOCATION

Position summary: Reporting to the Program Coordinator (Family Strengthening), the incumbent will facilitate program development, provide overall coordination and strategic direction, forge networks with other stakeholders and monitor, evaluate and report on other sub-projects within the family support program.

He/she will also be responsible for planning and implementing activities within the family support program including the capacity building projects. In addition, he/she will coordinate the family

support program activities and ensure that they conform to the goals and objectives of the family strengthening programs.

Key performance areas and main responsibilities:

Management of the Family Support program

- Assist in the development of strategies relating to the program
- Implement all activities within the family support program
- Propose measures for program strengthening especially of the support groups
- Prepare detailed annual plans, budgets, reports and planning schedules.
- Holds regular reviews and assessments with all beneficiaries /Target Groups, Support Groups, Community Health Workers and contact persons and identify areas for improvement.
- Maintain a healthy relationship at all times between the staff, families and contact persons

Responsible for all Target Group assessments and selection of beneficiaries into the program

- Carry out social assessments of the families and individuals referred from the VCT.
- Conduct home visits to families assessed to verify further information given and also establish their economic status.
- Using the selection criteria and with the help of the other social workers, select beneficiaries to be supported by the program.
- Always maintain an up to date record of beneficiaries in terms of number of families, children, adults, youth and sex.
- Ensure that all records are well kept; maintain an excellent filing system in form of hard copies as well as in the computer
- Update the fact sheet and other records on quarterly basis.

Facilitate open communications within the Family Support Team and other departments

- Attend regular department meetings.
- Ensure that up-to-date records for all reports, minutes of meetings, correspondence etc are properly documented and safely kept.
- Facilitate effective communication within the team to build a cohesive and supportive unit.
- Facilitate open communication and coordination between the family support program and other programs in the centre.
- Objectively resolve problems and make timely decisions affecting the team and the operations of their work.

Facilitate the educational development of children in the target group

- With the assistance of the community representatives develop selection criteria to identify children to be supported for bursary and assist them in the selection.
- Monitor the performance and progress of all the children supported in the program every term and develop progress charts.
- Prepare holiday programme ensuring that sufficient educational and recreational activities are offered to the children.
- Ensure that all the children are ready for school whenever the new term begins by purchasing

personal school materials for them well in advance to avoid lateness and delays

Facilitate and ensure the effectiveness of all the support groups, Community Health Workers and community representatives

- In collaboration with the VCT counselors, conduct group counseling sessions for the support groups and provide emotional support.
- Organize trainings for the support groups and Community Health Workers according to need.
- Facilitate the CHWS and support groups in their efforts to provide psychological and social support to each other.
- Monitor the progress of support groups through attending their meetings at least once every month.
- Follow up on the activities of the Community Health Workers.
- Provide incentives in form of trainings and material rewards to the Community Health Workers to motivate them

Establish links and develop networks with NGOs, CBOs, donors GOK departments and community

- Identify potential donors, government of Kenya departments and private businesses and establish networks.
- Coordinate activities with partners in areas of mutual interest.
- Maintain good relations with the local and international sponsors through ensuring prompt correspondence and providing regular updates on progress of the programmes.
- Handle and respond to high-level correspondence in consultation with the Project Coordinator and/or his appointee.

Data Management and Protection

- At all times ensures that personal data of donors, sponsors, SOS Children's Villages beneficiaries and their families as well as SOS co-workers is handled confidentially and in accordance with prevailing SOS-Kinderdorf International data protection laws.
- Combine and rearrange data from source documents where required, enter data from source documents into prescribed computer database, files and forms
- Transcribe information into required electronic format, Scan documents into document management systems or databases and store completed documents in designated locations.
- Check completed work for accuracy; maintain logbooks or records of activities and tasks undertaken on/in the databases.
- Respond to requests for information and access relevant files while ensuring compliance with data integrity and security policies
- Ensure that data on all program participants is accurate and up to date as per the set standards/frequency of updating and review (every 3 – 6 Months)

Formal qualifications & Experience Requirements

1. A **Bachelor's Degree** in **Social Sciences / Community Development / Child Psychology** or related disciplines.
2. Knowledge in data collection, analysis and knowledge management

3. Prior experience with project cycle management in a complex project
4. At least **3 years'** progressive experience working with **vulnerable populations (children, youth, women) and community groups.**
5. Previous experience in **child-focused organizations** working with children on care, protection and advocacy will be an added advantage.
6. Strong analytical ability as well as excellent oral and written communication skills in English and Kiswahili is preferred.
7. Must be a team player with excellent interpersonal skills
8. Strong written and oral skills in English and Kiswahili
9. Strong report writing skills.

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 **8th October 2023. Please indicate the position of interest.**

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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