



## VACANCY ANNOUNCEMENT

**Background:** SOS Children's Villages in Kenya is a member of SOS - Kinderdorf International, the largest private child welfare organization in the world. SOS Children's Villages 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 "No child should grow up alone" 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. We seek to recruit a **suitably qualified person (1)** to fill the position of **Program Coordinator (Family Strengthening)** to be based at the **Nairobi CV**.

### **POSITION: PROGRAM COORDINATOR (FAMILY STRENGTHENING) NAIROBI CV**

**Position Summary:** Reporting to the Location Program Director and the Family Strengthening Manager, the Program Coordinator (Family Strengthening Program - FSP) will play a crucial role in the planning, implementation, monitoring, and reporting of FSP interventions aimed at improving the lives of vulnerable families and communities in Nairobi. This will include working with staff from both the location and national office, the children, caregivers, strategic community structures & actors as well as partners based on professional social work practice, ethics, values and principles to achieve sustainable development. He/she may also take up representational role on behalf of the Program Director where needed.

### **KEY RESPONSIBILITIES**

#### **Programme Implementation and Coordination:**

- Ensure identification of local needs and resources, Develop Quality Annual work plans and budgets as part of increasing local relevance of interventions
- Ensure all Family Strengthening Program interventions in Nairobi are implemented within schedule, plans, budgets and regularly reviewed in full compliance with the available organizational policies and Program Guidelines
- Oversee selection and verification of new program beneficiaries in liaison with location team, implementing partners where applicable, community committees and local authorities.
- Ensure that Family Strengthening Program interventions are inclusive and implemented in a multi-sectoral approach together with key stakeholders focusing on Child Protection, Education & Youth Empowerment, Health, MHPSS, WASH and Livelihood Support so as to facilitate Self-Reliance for targeted families & communities
- Liaise with location M&E officer to ensure that appropriate controls, monitoring and evaluation tools are in place and being utilized in a timely manner and as required.
- Ensure program data is continuously captured, validated and updated on SOS Children Villages Program Database (PDB) and or any other approved system.
- Conduct and/or attend regular weekly and monthly planning/progress meetings as needed internally
- Support HR office in the management of a Complaints and Feedback Mechanism and ensure it is known and utilized by program participants/staff.
- Perform any other duties as assigned by supervisor

#### **Program Development:**

- Map resource mobilization opportunities at local level and participate in developing new concepts and proposals in collaboration with national and regional office teams for program scale up & impact



- Effectively manage staff performance ensuring competent and motivated staff, conduct bi-annual staff appraisals, encourage on-the-job coaching, identify and address learning/training needs opportunities
- Take lead in building FSP staff capacities in Child Protection, Education & Youth Empowerment, Health, PSS, WASH & Livelihood sector interventions through trainings and other information sharing avenues to handle program activities effectively
- With the support of National Office team, identify, formally engage and build capacities of key implementing partners (FBOs, CBOs, NGOs) to enable them effectively intervene in direct service delivery work on behalf of SOS Children Villages Kenya in Nairobi and beyond.

#### **Quality Assurance – Monitoring, Reporting and Documentation**

- Assign staff to ensure activities are carried out as per developed work plan and budget
- Conduct field visits, monitor program activities progress and expenditures and report any deviations or challenges to the Program Director.
- Prepare Program reports as per agreed frequencies (monthly, quarterly, bi-annual and annual progress reports), documenting achievements/success stories, challenges, and lessons learned for internal and external reporting.
- Maintain accurate and organized project documentation, including budgets, activity plans, reports and program participant's files
- Contribute to the development and implementation of monitoring and evaluation plans to measure program impact and effectiveness.
- Participate in regular program review meetings, team meetings and other monitoring mechanisms to assess program progress and resolve implementation bottlenecks.
- Proactively enforce controls and checks as well as ensure effective and timely response plans to all financial and audit findings on FSP initiatives and take the needed measures to prevent future recurrence

#### **Advocacy, Networking & Partnerships**

- Collaborate closely with key Government line ministries and other likeminded partners to ensure program quality during implementation as well as provide technical support and assistance as and where needed for program sustainability purposes
- Assist and participate (representation) in organized meetings, trainings, workshops and thematic assessments by key national & county government departments and/or consortium partners/networks.
- Support program participants to engage in advocacy activities with duty bearers and strategic community structures at the Ward/County level to address and inform national level advocacy initiatives.
- Continuously provide content to communications office by sharing impact stories and high quality photos in line with SOS CV communications guidelines for external communication & visibility

#### **FORMAL QUALIFICATIONS & EXPERIENCE REQUIREMENTS**

- **Bachelor's Degree in Development studies, Project Management, Community Development Studies** or related Social Science Discipline.
- A minimum of **5 years working experience** preferably in **NGO setting, two (2)** of which must be at a supervisory level.
- Good experience and knowledge of Child Protection & Youth Development policies & guidelines
- Proven ability to conceptualize, innovate, fundraise, manage programs and staff
- Proven ability to cultivate long term mutually beneficial partnerships with local communities, key state departments, CSOs and Corporate organizations at various levels - national to county
- Ability to work under pressure, make decisions and multi-task.
- Enthusiastic and connects well with people of all backgrounds, and able to inspire and motivate
- Experience with Budget and Financial reporting



SOS CHILDREN'S  
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- Excellent communication, facilitation, presentation and representation skills.
- Excellent computer skills, including proficiency in working with various databases as well as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Good organizational, analytical and programmatic reporting skills

### **Child Protection Policy**

SOS Children's Villages Kenya takes (Child 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 Kenya beneficiaries and their families, as well as co-workers, is handled confidentially and by prevailing SOS-Kinderdorf International data protection laws. To show your acceptance of the terms of service and the Data Protection Policy.

### **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](mailto:recruitment@soskenya.org) addressed to the Human Resources Manager to reach us on or before **17<sup>th</sup> September 2023** with the subject heading as **'Program Coordinator (Family Strengthening Program)'**

**Only shortlisted candidates will be contacted**