



SOS CHILDREN'S
VILLAGES

VACANCY ADVERTISEMENT

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 programmes in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu and Meru. We seek to recruit suitably qualified person to fill the position of **Project Officer, Leave No Youth Behind, Eldoret**.

PROJECT OFFICER, LEAVE NO YOUTH BEHIND (LNYB) - ELDORET

Job Summary: Reporting to the **Project Manager**, the Project Officer will be responsible for planning, revising and implementing project activities while working with the location programs team under the leadership of the Project Manager, Leave No Youth Behind. In order to achieve these milestones, the office holder will develop a strong database for all the partners including Young Care Leavers, relevant County and National Government Agencies, Civil Society Organizations (CSOs) private sector entities and others to champion the youth agenda. Under the supervision of Project Manager and in partnership with M&E Officers, he/she will collate and generate and submit project progress reports based on internal and external timelines and quality standards.

Key performance areas and main responsibilities:

- Conduct regular visits to project sites to support the implementation of project activities; monitor project implementation by implementing partners, gather feedback from beneficiaries; generate and submit detailed progress reports.
- Assist to identify and address capacity needs and opportunities among implementing partners, networks and community groups by conducting capacity assessments and corresponding capacity strengthening plans.
- Assist to develop and strengthen the capacity of local implementing networks, partners and community groups in line with the capacity building plans and SOS Children's Villages in Kenya's partnership policy.
- Collect data on project indicators and maintain an updated database on project progress.
- Assist in tracking project performance at community level and report, monitor and follow up on project activities.
- Support the Project Manager to prepare periodic project reports based on accurate and evidence-based data/information.

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- Identify and document human-interest stories and case studies based on the successes of implemented projects.
- Ensure sound financial and asset management in relation to project finances and other assets in line with SOS Children's Villages in Kenya's financial management and other related policies.
- Work with the project team, networks and partner implementing partners and community groups to mainstream or integrate climate change; safeguarding; data protection; localization; gender and social inclusion in the project cycle

Minimum Qualifications & Experience Required

1. A **Bachelor's Degree** in **Social Sciences** e.g. Project Management, Community Development, Sociology, Social Work or other related disciplines.
2. **At least 5 years** of demonstrated experience in development work preferably in a **NGO context** in working with **community/grassroots groups, networks and organizations**.
3. Sound understanding on and experience working with **children, youth and communities/groups living in vulnerable settings**.
4. Experience working with **Government agencies on development, policy influencing, formulation and implementation**.
5. Sound understanding of human rights, rights based approach to programming; human rights frameworks related to children and youth.
6. Strong monitoring and evaluation experience related to development and review of monitoring plans and tools; data collection and collation; analysis; processing, documentation and report writing.
7. Good computer skills in word processing, spreadsheets and database software programs.
8. Strong communication skills; team work; empathy; conflict resolution and adaptability.

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 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 immediate former employer to recruitment@soskenya.org addressed to the **Human Resource Manager** to reach us on or before **14th April 2024**.

Only shortlisted candidates will be contacted

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SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy for conducts 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 emphasize to assessing candidates value congruence and thorough background checks, 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.