

# Programmes Officer - Kenya

**Contract:** This is a full time role, initially on a contract but with a high probability of evolving into a permanent, ongoing role with opportunities for development as the team expands. Three month probationary period.

**Salary:** TBC

**Holiday:** 28 days pro rata

**Location:** Nairobi, Kenya, with some Kenyan and possibly East African travel

**Start date:** As soon as possible.

**Line Manager:** Programming - International Programme Manager

---

## The role

This role is a brilliant opportunity to join a small but growing international development organisation to help develop the programming team.

As an organisation we approach programming a bit differently, using traditional NGO models alongside social enterprise and business approaches, so your role will be fast paced and hugely varied. Child.org are opening an office in Nairobi and need a team of dynamic and proactive people to work in an exciting startup environment.

You will be part of a developing programming team who are constantly looking for new and innovative ways to provide equal opportunities to as many children as we can.

Your role will involve general management of multiple projects, with a focus on Monitoring & Evaluation. You will be expected to deliver on clear objectives and to use your initiative to increase the scope and impact of our work.

Your responsibilities will include:

### Monitoring, Evaluation and Learning

- Working closely with the programming team and implementing partners in carrying out regular M&E audits on multiple projects and partnerships;
- Compiling, analysing and reporting data for key programmatic outputs, outcomes, and impact indicators, including routine data validation;



- Ensuring timely production of monthly, quarterly and annual internal and external M&E reports based on agreed performance indicators;
- Assisting in developing an organisational MEL framework, programme indicators and reporting systems for programmes activities;
- Contributing to the development and maintenance of the programmes data management systems for increased data accuracy, reliability and increasing programming impact and coverage.

### **Project Coordination**

- Ongoing management of partnerships with multiple partner organisations
- Undertaking regular visits to the field to support implementation of programming activities and identifying where adaptations might be needed
- Guiding the development of regular communications of the programming activities with internal project staff, implementing partners and primary stakeholders.
- Participating in the development and review of programmatic work plans and budgets; and recommending new initiatives for improving programmes efficiency and effectiveness.

### **General Responsibilities**

- Working with the International Programme Manager and Programmes Officer - UK Grants, to identify and develop institutional grants opportunities
- Some office management responsibilities
- Whatever else may be required for our programming work.

The role will be on contract initially but there is a long term opportunity available. If you work well for us, we want you to help us grow in Kenya.

This is an exciting and challenging job for a self starter with a passion for making a difference....and for measuring the impact of that difference.

## **About you**

You will have a good understanding of programming and working with multiple implementing partners. You will understand the importance of sustainable programming approaches and the need to demonstrate impact, both internally to other departments within Child.org, and externally to current and potential donors.

You will spend the majority of your time on our flagship programme, HealthStart. HealthStart is a school health programme funded by Comic Relief that improves children's access to health interventions in primary schools. We're working in 25 schools in Kisumu County and we expect our network of schools to grow substantially over the next two years.

You will have an interest and possibly an aptitude for business development, seeking out opportunities for potential partnerships with corporates and NGOs, as



well as available funding streams in Kenya.

You are the kind of person who wants to have an impact, who likes to throw themselves into something. There is no room for someone who looks forward to 5pm arriving so they can leave. We don't want you to stay after 5pm very often, but we want you to be unhappy about that.

## **You'll be really good at**

### **1. Data**

In a role that is about demonstrating impact, it's vital that you understand how it's possible to measure the changes that our programming activities make. You will have experience of using statistical packages and data analysis. You will understand the importance of obtaining valuable data and the real-life challenges that this process involves.

You will have at least 5 year's experience of working on M&E activities and ideally supporting qualifications. You will have evaluation research skills, including applied knowledge of quantitative and qualitative research methodologies.

### **2. Project coordination**

You will be managing a wide range of programmes and implementing partners. We need someone who can manage a diverse range of priorities and deliver on time, whilst responding to new opportunities, random requests or the need to drop everything and to support the team. You have experience of mentorship and partner support, providing capacity building where necessary.

You will have experience in project management and/or project coordination, with excellent organisational and problem solving skills. Your job is all about attention to detail.

### **3. Communication skills**

This role involves working with colleagues in the UK and all over Kenya and possibly other African countries. You will spend a lot of your time communicating through digital channels. We need someone in our team who is able to communicate effectively with us and with our partners.

### **4. Self direction**

You will have the support of the whole team behind you, because that's how we work at Child.org. However, we are a small NGO and there's a huge amount to do, plus your line manager travels a great deal. This means we need someone who is able to work proactively and under their own initiative, and who thrives on the



chance to prove what they can really do.

You will know the sector and will understand key issues around the education, health and wellbeing of children, both in Kenya and beyond.

**To apply for this role, please send your CV and a cover letter to [marti@child.org](mailto:marti@child.org).**

