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VACANCY

Education Officer: Building a Future Project

About Us:

Kesho Kenya is a dynamic, medium sized and growing NGO currently facilitating over 700 children to access schools and universities and also supports more than 12,000 of their siblings, peers, parents and teachers. Founded in 2004, Kesho takes a novel long-term, creative and holistic approach to change that includes offering financial support for education, academic and literacy support, enrichment and training, child protection and family support and youth development.

The Position

An exciting opportunity has arisen within Kesho for an innovative, effective, self-driven Education Officer to support the implementation of Kesho's Building a Future project that aims at increasing access to relevant, quality formal education delivered in a safe environment for children victims of CSEC/Sex Trafficking in Kwale and Kilifi counties. The position will also support vocational and life-long learning and make them available to all children in the project. The position is for an initial contract period of 1 year and renewable subject to performance and availability of funds. The position location is either in Kwale or Kilifi.

Job Purpose

The Position will provide overall leadership of the education component of the project in the areas of implementation. S/he will work closely with the project staff in pursuit of the project objectives. The position will require the holder to ensure project quality standards and donor requirements are met and best practices in educational access are applied. The position will oversee the planning, coordination and administration of all aspects of the educational component of the project including planning, organizing, and leading and controlling the project activities.

Main duties and responsibilities:

- Provide technical guidance and direction in the management of the Educational Component of the project including leading the implementation of the component in the two counties of Kilifi and Kwale and ensuring that the activities are executed in line with the approved work-plan.
- Ensure compliance with the required project narrative reports, budgets and quarterly performance data in line with set reporting timelines.
- Create and manage strategic partnerships with DCS, Schools and other critical stakeholders to ensure effective and efficient project delivery.
- Contribute to the generation of new knowledge, learning's and best practices to support the development of CSEC/Anti-Trafficking programming.
- Ensure relevant communication with beneficiaries and other stakeholders to gain community support for the initiative as well as solicit input to improve the project.
- Contribute to the identification, development, documentation and dissemination of the project results including stories of change in both print and media broadcasts.
- Oversee the collection and maintenance of records on the beneficiaries of the project for statistical purposes according to the respective policies of the organization.
- Support in monitoring performance targets and ensuring that project objectives and results are fully accomplished and meet expected standards.
- Develop and disseminate case stories, learning pieces, presentations as well as other documentation necessary to build a repository of project data bank.
- Keep an up-to-date knowledge and understanding of the area of CSEC/Trafficking and Develop training programmes and assists in capacity building for staff and partners.
- Optimise and ensure compliance with all relevant administrative systems, operational guidelines

and financial polices and procedures for the project in keeping with donor requirements.

- Represent Kesho Kenya in meetings with government officials and other actors, to advocate and promote the project goals and objectives, and communicate with major partners on policies.
- Perform other duties as may be assigned by the Programmes Manager.
- Ensure a strict adherence to the principles of Child Protection at all times, including respect for confidentiality and child centered approach, acts in the best interests of the child.

Knowledge, Skills & Experience and Personal Attributes

A. Qualifications & Experience

- Graduate degree in social work/social sciences
- At least 3 years professional working experience and experience in Education/child rights programming.
- An understanding of formal, non-formal education and Vocational training including government institutions responsible for them.
- A demonstrated understanding of national development issues in particular in relation to children
- Comprehensive knowledge of case management and Best Interest Assessment/Determination processes for children at risk.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching Skills and experience in report writing, M&E and budget monitoring are essential.
- Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures.
- Fluency in English and Kiswahili, both verbal and written.

B. Essential Competencies

- Good knowledge of project implementation and management
- Good knowledge and experience regarding gender mainstreaming and inclusion.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with government and social partners.
- Excellent analytical skills.
- Ability to work independently with a minimum of supervision.
- Ability to work in diversified environments.
- Commitment to Kesho's values

C. Essential Personal Attributes

- Team player
- Integrity and confidentiality
- Creative and innovative
- Confident
- Self-Starter

This job advertisement does not list all the duties of the posted job and a further job description will be provided.

Qualified and interested candidates should fill this online form <https://forms.gle/7aQeCP8ag126cadA9> and submit a covering letter and current CV addressed to recruitment@keshokenya.org

Applications and interviews will be done on a rolling basis up until **Friday 6th November 2020 at 5pm**. Only shortlisted candidates will be contacted.

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Livelihoods Officer: Building a Future Project

About Us:

Kesho Kenya is a dynamic, medium sized and growing NGO currently facilitating over 700 children to access schools and universities and also supports more than 12,000 of their siblings, peers, parents and teachers. Founded in 2004, Kesho takes a novel long-term, creative and holistic approach to change that includes offering financial support for education, academic and literacy support, enrichment and training, child protection and family support and youth development.

The Position

An exciting opportunity has arisen within Kesho for an innovative, effective, self-driven Livelihoods Officer to support the implementation of Kesho's Building a Future project that aims at Improving access to inclusive quality education and sustainable household livelihoods for child victims and those at risk of sex trafficking in Kwale and Kilifi counties.

The position will deploy an evidence-based approach to strengthen caregivers' and communities' financial literacy and entrepreneurial skills and enhance their ability to provide for children's basic needs. The project will include a strong focus on core interventions, with household economic strengthening (HES) initiatives for targeted parents/guardians and apprenticeships for older CSEC Survivors.

The position is for an initial contract period of 1 year and renewable subject to performance and availability of funds. The position location is either in Kwale or Kilifi.

Job Purpose

The Position will provide overall leadership of the Livelihoods component of the project in the areas of implementation. S/he will work closely with the project staff in pursuit of the project objectives. The position will require the holder to ensure project quality standards and donor requirements are met and best practices in educational access are applied. The position will oversee the planning, coordination and administration of all aspects of the livelihoods component of the project including planning, organizing, and leading and controlling the project activities.

Main duties and responsibilities:

- Provide technical guidance and direction in the management of the Livelihoods component of the project including leading the implementation of the component in the two counties of Kilifi and Kwale and ensuring that the activities are executed in line with the approved work-plan.
- Provide sound leadership, guidance and technical support to the staff to support the cohesive execution of the initiative deliverables.
- Promote and ensure adoption of the alternative livelihood approaches in the target project location for sustainable development.
- Within the context of a longer term strategy to livelihood support and vulnerability reduction, Participate to the production of technical support materials and guide program teams on the delivery of mechanisms that will ensure effective implementation of livelihoods
- Undertake household vulnerability assessments to categorize all the target households into the levels of vulnerability to inform strengthening activities.
- Link beneficiaries to relevant stakeholders and duty bearers in the market places.
- Ensure compliance with the required project narrative reports, budgets and quarterly performance data in line with set reporting timelines.
- Create and manage strategic partnerships with DCS, Business entities, Communities and and

other critical stakeholders to ensure effective and efficient project delivery.

- Contribute to the generation of new knowledge, learning's and best practices to support the development of CSEC/Anti-Trafficking programming.
- Ensure relevant communication with beneficiaries and other stakeholders to gain community support for the initiative as well as solicit input to improve the project.
- Oversee the collection and maintenance of records on the beneficiaries of the initiative for statistical purposes according to the respective policies of the organization.
- Support in monitoring performance targets and ensuring that project objectives and results are fully accomplished and meet expected standards.
- Develop and disseminate case stories, learning pieces, presentations as well as other documentation necessary to build a repository of project data bank.
- Keep an up-to-date knowledge and understanding of the area of CSEC/Trafficking and Develop training programmes and assists in capacity building for staff and partners.
- Optimize and ensure compliance with all relevant administrative systems, operational guidelines and financial polices and procedures for the project in keeping with donor requirements.
- Represent Kesho Kenya in meetings with government officials and other actors, to advocate and promote the project goals and objectives, and communicate with major partners on policies.
- Perform other duties as may be assigned by the Programmes Manager.

Knowledge, Skills & Experience and Personal Attributes

D. Qualifications & Experience

- Graduate degree in Business, Development Studies or Social Sciences
- At least 3 years professional working experience and experience in Livelihoods and Child Rights programming.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching Skills and experience in report writing, M&E and budget monitoring are essential.
- Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures.
- Fluency in English and Kiswahili, both verbal and written.

E. Essential Competencies

- Good knowledge of project implementation and management
- Good knowledge and experience regarding gender mainstreaming and inclusion.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with government and social partners.
- Excellent analytical skills.
- Ability to work in diversified environments.
- Commitment to Kesho's values

F. Essential Personal Attributes

- Team player
- Integrity and confidentiality
- Creative and innovative
- Confident
- Self-Starter

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Social Workers (4 Positions): Building A Future Project

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The Position

An exciting opportunity has arisen within Kesho for an innovative, effective, self-driven Social Worker to support the implementation of Kesho's Building a Future project that aims at Improving access to inclusive quality education and sustainable household livelihoods for child victims and those at risk of sex trafficking in Kwale and Kilifi counties. The position is for an initial contract period of 1 year and renewable subject to performance and availability of funds. The position locations are 2 in Kwale and 2 in Kilifi.

Job Purpose

The position holder will assist in the provision of social interventions and assistance to the families and children of exploited children and those at risk of CSEC exploitation. The social worker will be required to conduct thorough assessments and case management including follow up to ensure the families and children are receiving the services allocated.

Main Duties & Responsibilities

i. Case Work Management:

- Facilitate individual case management for the exploited children and those at high risk of exploitation
- Conduct needs assessment for individual children and recommend necessary care and support.
- Make referrals and follow up of children under support through home and school visits
- Network with other partners to ensure the best interest of the child is upheld.
- Lead and ensure proper distribution of services to the children in need.
- Work with families and the economic empowerment team to assess and advice on social economic needs of the families and support entrepreneurship trainings.
- Maintain child documentation and profiling for all the children in the project.
- Maintain a Child educational status progress report on a termly basis
- Manage relationships with Vocational training centers and master craftsmen where children are under placements
- Assist in any other communication need between the organization, the children and their families.
- Assist in the organization and facilitation of the reception of new beneficiaries; intake forms, Vetting committees meetings, briefings and information dissemination.
- Conduct case assessments of children and their families and keep track of socio-environmental risks facing them that may result into re-exploitation/re-trafficking;
- Implement and monitor merit based social assistance informed by vulnerability assessments in individual cases in accordance with Kesho's Standard Operating Procedures with timely

- updates to the project team;
- She/he participates in identification of children at risk of re-victimization/re-trafficking and ensuring all necessary actions are taken to immediately safeguard them.
- Collaborate with other services providers to support the beneficiaries.
- Determine beneficiaries' progress and work on a family exit strategy that allows them to earn a livelihood and to provide for their families to prevent re-victimization and enhance family integration.
- Assist in facilitating external referrals, appointments and follow-ups.
- Coordinate and network with other child protection local organizations to strengthen Child Protection service uptake and response.
- Ensure regular updates in the project information management system

Community outreach and community activities:

- Assist in conducting awareness and sensitization campaigns in the communities
- Participates in the identification, mobilization and training of community members and other actors to encourage their participation in different aspects of the project implementation (women, elders, leaders, youth, children, government officials, judiciary, CSO's and private sector etc.).
- Assist in assessing, identifying and analyzing community sensitive intervention geared towards building resilience and self-reliance
- Conduct focus group discussions, committee meetings and participate in community forums to catalyze conversations on tackling CSEC
- Establish and maintain networks with existing community structures and other partners for referral and networking purposes
- Conduct mapping exercise for all sector agencies and link with them for collaboration and support in provision of required services

Reporting:

- Update beneficiary information into the data entry platform and provide a periodic analysis of the data.
- Prepare periodic reports on beneficiaries progress and prepare a final report of all the activities;
- Perform other related duties as assigned

I. Knowledge, Skills & Experience and Personal Attributes

A. Qualifications & Experience

- A University Degree/Diploma in Social Work, Community Development, Gender and Development Studies
- At least 2 years working experience in the field of Social Work.
- Experience in working with children will be an added advantage.
- Experience in data entry and managing beneficiary monitoring and database systems.
- Experience in managing and providing training to target beneficiaries.

B. Essential Competencies

- Good knowledge of prevention and response to Child Abuse
- Experience in capacity building including facilitation of diversity and inclusion, community based training and awareness rising
- Good knowledge of Kilifi/Kwale and its environs
- Strong interpersonal and communication skills
- Knowledge of Computer Applications
- Ability to work in a demanding and high-pressured environment
- Good knowledge and experience regarding gender mainstreaming.
- Good moderation, facilitation and training skills.
- Ability to build on relevant knowledge within and outside Kesho Kenya as well as actively share her/his experience and expertise with colleagues and partners.
- Ability to work in diversified environments.

C. Essential Personal Attributes

- Team player
- Integrity and confidentiality
- Creative and innovative
- Self-starter who is able to work independently with minimal support but can also work well in a team environment
- Commitment to Kesho's core values

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