

Job Title : Programme Officer , Shayiri Project
Job Location : Nairobi, Kenya
Reports to : Senior Programme Manager
Department : Operations, Finance and Performance

Purpose of the role

The Programme Officer will support the project to manage planned activities and relationships with the implementing partners, United Disabled Persons of Kenya (UDPK), Sustainable Agriculture Foundation – Africa (SAF-A), East Africa Breweries Limited (EABL) among other key stakeholders including relevant government departments.

The post holder will ensure that the project is planned, implemented, coordinated, monitored, and evaluated to the highest possible quality standards.

Key accountabilities

1. Project Delivery (50% of time)

- a) Work with the Senior Programme Manager to coordinate quality implementation of planned project activities and ensure timely sharing of lessons learned by the project partners;
- b) Manage all aspects of the project cycle with the implementing partners including effective planning, implementation, monitoring and evaluation, financial and project asset management, reporting and documentation;
- c) Liaise and work with the Sightsavers Global Technical Leads (*Disability Inclusion, Gender Inclusion, and Economic Empowerment*), MERL and other internal experts as required; and,
- d) Participate in the design and implementation of the project's monitoring and evaluation framework.

2. Working with Partners (30% of time)

- a) Review project partner funding agreements and ensure they are up to date;
- b) Build effective relationships with project partners and support longer-term relationships that go beyond the duration of the Shayiri Project by disseminating information and advocating for the project's goals and the consortium's work in general;
- c) Support project partners to identify their own technical and organizational capacity building needs and facilitate access to technical assistance resources and opportunities to support them during the project cycle;
- d) Establish partnership with other relevant project stakeholders where appropriate; and,
- e) Promote shared learning and collaboration between project partners by facilitating networking and periodic review meetings.

3. Financial & Resource Management (10% of time)

- a) Support project partners in preparation of budgets and periodic forecasts;
- b) Monitor expenditure of project financial resources in liaison with the Finance Officer and the Senior Programme Manager; and,
- c) Ensure that project partners submit timely and accurate financial returns.

4. Information & Communication Management (10% of time)

- a) Be proactive in providing good quality information on case studies and interesting news stories relating to the programme to support preparation of fundraising materials and advocacy materials;
- b) Ensure that the Kenya country office receives appropriate materials and information to support donor-reporting requirements;
- c) Participate in all PR activities related to disability inclusive employment and employment in general, education and social inclusion, for example Labour Day, UN Day of Persons with Disabilities;
- d) Represent Sightsavers and the Shayiri Project in programme and disability related meetings, and advocate for Sightsavers' philosophy and policies;
- e) Disseminate information about the work of Sightsavers and The Shayiri Project to partners and stakeholders; and,
- f) Attend to visitors to and from the project and partners.

The principal accountabilities are not meant to be an *exhaustive list of tasks*. The need for flexibility is required and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Core Behaviours

- a) Coordination, networking and influencing both within and outside the organization;
- b) Change and improvement – consistently strives to achieve high standards of performance. Responds positively to change by adapting own behaviour/approach.
- c) Communicating – Understands how the role contributes to the organization's vision. Communicates confidently and effectively with colleagues and partners;
- d) Decision making – Gathers relevant information and uses effective reasoning to make timely decisions;
- e) Planning and organization – Prioritises activities and develops plans to achieve them, monitoring own progress. Analyses and organizes routine data on a regular basis;
- f) Delivery and implementation – Get things done, can be relied upon to do what they say they will and is committed to achieving good quality work to agreed standards; and,
- g) Team working – Understands how their work affects others. Knows about other parts of the organization and contributes positively to a global team.

Qualifications and experience

- A tertiary qualification (Bachelor's degree or above) in social sciences or , development studies;
- Significant experience in implementing projects, including experience in the disability inclusion and gender mainstreaming; and,
- Experience in agribusiness-based interventions working with relevant government departments/ministries;
- Experience in working with devolved County Government departments;
- Experience in providing technical assistance to partner organizations;

- Experience in designing and implementing data collection strategies and analysing data in MS Excel; and,
- Ability to travel to project implementation sites in Narok County.

Desirable

- Previous experience of working for a donor funded intervention;
- Familiarity with national legislation and policies in the field of disability, inclusion and agribusiness;
- Experience of designing, managing, and carrying out advocacy work for social inclusion/disability projects; and,
- Knowledge of current issues and best practices in disability, UNCRPD, the Sustainable Development Goals (SDGs) and employment is desired.

As an equal opportunity employer, we actively encourage applications from all sections of the community. Sightsavers is a Disability Confident Leader, and qualified people with a disability are particularly encouraged to apply.