



## **JOB DESCRIPTION**

<b>Position:</b> Program Officer: Girls Empowerment	<b>Reports to:</b> Program Coordinator	<b>Location:</b> Kibera
<b>Job Description:</b> The Girls' Empowerment Program (GEP) offers adolescent girls the opportunity for a better life through leadership and mentorship, life skills, relevant networks, skills, financial resources and basic human rights. The Program Officer will be responsible for the successful implementation and management of the project.		
<b>Core Responsibilities:</b>		
<b>Project planning and Implementation:</b>		
<ul style="list-style-type: none"><li>• Ensure proper planning and implementation of the interventions for GEP.</li><li>• Facilitate mentorship and peer programme for the participants.</li><li>• Work closely with the Program Coordinator to design interventions responsive to the context and individual needs of adolescent girls</li><li>• Work closely with the Program Coordinator to design or review training manuals to aid in delivery of the intervention targeting adolescents and caregivers/parents.</li><li>• Work closely with the Program Coordinator to develop project work plans for GEP</li><li>• Provide general leadership and mentorship to the Field Assistants, Mentors and interns</li><li>• Mobilize community members, stakeholders, Parents and beneficiaries on a need basis within the program.</li><li>• Establish of joint development initiatives among the different communities in Kibera to promote sustainable development.</li><li>• Ensure the strict observance of the principles of good practice and uphold CFK standards in the implementation of projects, ensuring all components of projects are run ethically and in the best interest of beneficiary population.</li><li>• Represent the program in trainings, forums and seminars with directive from the coordinator.</li></ul>		
<b>Project Monitoring&amp; Evaluation</b>		
<ul style="list-style-type: none"><li>• Work with the M &amp; E team to facilitate baselines and evaluation exercise and reports for the project.</li><li>• Analyze, share and appropriately utilize the data and information gathered through the project activities.</li></ul>		

- Facilitate regular reflection meetings to ensure action on all issues from the monitoring reports.
- Compile reports (narrative and data) and submit them to the program coordinator as per the set deadlines.
- Ensure proper documentation and dissemination of lessons learnt.

### **Financial Management and Reporting**

- Monitor budget spending in line with the spending plans, budget vs actual analyses, and develop remedial plans where necessary to ensure budgets are optimally utilized.
- Ensure donor compliance with donor guidelines and contracts including budget flexibility and reporting requirements.
- Manage budget and work plan in liaison with the coordinator
- Monitor and control expenditure to ensure that it is within budget.
- Track revenues and expenditures and provide periodic input to the coordinator on performance against established benchmarks.

### **Education/Knowledge/Technical Skills and Experience**

- A Bachelor's degree in social sciences such as Social Work, Gender Studies, Development Studies, Sociology or their equivalent will be an added advantage.
- A minimum of 5 years working experience in Girls Empowerment specifically mentorship and Livelihood projects at community level especially informal settlement with proven leadership experience.
- An understanding of Human Rights and specifically Women and Child rights including and Social Justice Issues and gender equity.
- Proven analytical, planning, organizational and project management skills.
- Confident communication and networking skills to maintain relationships with a wide range of internal and external stakeholders including industry partners and stakeholders, donors and staff.
- Proficiency in the use of computers and technology.
- Excellent written and oral communications skills.

### **Application Procedure:**

- Send your application (cover letter and Resume) by email to reach [info@carolinaforkibera.org](mailto:info@carolinaforkibera.org) or deliver the application at Carolina for Kibera offices in Kibera as soon as possible. Reviews and interviews will be conducted a rolling basis.