



JOB DESCRIPTION

Job Title	:	Project Officer
Location	:	KARIKA, Dagoretti
Reports to	:	Director, KARIKA
Contract length	:	One year, renewable
Relations with Others:		Funding partner project staff

Job Purpose: The post holder will be responsible for mobilizing and coordinating partner level work, reporting, financial and programme Monitoring, Evaluation Accountability and Learning of projects.

Project management

- Responsible for coordinating project activities and all other aspects of project cycle including planning, implementation, monitoring and evaluation
- Ensure that the quality of the programs/projects is maintained through an effective monitoring system and that accurate data and information on best practices is documented.
- Ensure project narrative reports are prepared and submitted on time using donor reporting requirements.
- Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and overall project objectives;
- Proactively manage change to continuously improve service delivery, in accordance with timelines and budgets.
- Manage donor project partnership contracts and be responsible for ensuring compliance to the Terms and Conditions of the Grant as agreed with the donor and KARIKA'S internal contract management policies and procedures
- Work with KARIKA management to identify needs for technical support and capacity building and help facilitate the provision of these needs
- Promote shared learning and collaboration other local partners/NGOs by facilitating partner networks and meetings with KARIKA.

Finance and Reporting Management

- Assist KARIKA'S finance officer in preparations of budgets and expenditure forecasts

- Ensure project budgets are regularly tracked, deviations identified, investigated and corrective measures taken promptly
- Monitor project expenditures and ensure budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided
- Ensure KARIKA submits timely financial returns, prepare and submit project financial reports to compliment narrative reports to funding partners/donors.
- Ensure that KARIKA manages and utilizes project assets as per organization's policy.
- Follow-up with finance officer on implementation on internal or external audit recommendations that affect their individual projects

Representation, Advocacy, Information and Communication Management

- Represent KARIKA at various forums, meetings and advocate for ageing issues, health and policies
- Be proactive in providing information, case studies, interesting news stories etc relating to the projects the Officer is responsible for.
- Participate in advocacy activities in Kenya including, Age Demands Action campaigns during key international days, e.g. international day of older persons, World Elder Abuse Awareness day and World Health day.

Qualifications and experiences:

Essential

- Degree holder in community development, Public Health, Community Health, Nursing or clinical medicine or equivalent.
- Two years' work experience in an NGO environment implementing community, health and social protection programs
- Experience supporting subawards
- Excellent oral and written communication skills
- Experience in compiling, producing and disseminating information
- Fluent spoken and written English
- Strong M&E skills
- Strong numerical skills
- Strong interpersonal skills and ability to work as part of team
- Ability and willingness to be administratively self-supporting
- Ability and willingness to travel within the country and the region if required
- Good IT Skills
- Knowledge and interest of ageing, social protection and older persons' health and wellbeing issues will be an advantage