



Job Description for Programme Officer - Civic Engagement Pillar

Uraia Trust is a leading national organization whose mission is to provide quality civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. Uraia seeks to recruit a highly competent individual for the position of **Programme Officer**. The jobholder is responsible for providing support to the civic engagement pillar for the efficient and effective delivery of civic engagement programmes. The jobholder will report to the Civic Engagement Manager.

The key responsibilities of this position will include:

- Participate in the development and implementation of the civic engagement work plan.
- Support in reviewing of partner reports and harvesting civic engagement results as per the outputs indicators and targets. This includes collating social accountability and budget related improvements from partner and budget facilitator initiatives
- Support in the monitoring of implementing partners in the civic engagement cluster.
- Assist in compiling and preparation of programme reports.
- Support in the preparation of monthly and quarterly programme reports for submission to the Head of programmes.
- Provide logistical support for civic engagement capacity development activities such as workshops, implementing partner forums etc.
- Support the implementation of the safe and inclusive cities project that Uraia is implementing in collaboration with PLAN and SDI Kenya.
- Undertake monitoring, evaluation and learning activities of Uraia in liaison with the civic Engagement Manager
- Provide support in monitoring and evaluation of Uraia programme activities.
- Participate in capacity assessment of potential grantees.
- Any other duties as may be assigned by the Supervisor.

Required academic and professional qualifications

- Minimum of a bachelor's degree preferably in Social or Development Studies.
- Additional qualifications in project management will be an added advantage

Experience

- Minimum of 3 years' experience in implementing programme activities

- Demonstrated work experience in democracy and governance sector will be an added advantage.
- Additional qualifications and experience in public sector budgeting and performance monitoring work will be an asset.

Additional skills

- Planning and coordination skills
- Interpersonal skills
- Problem solving and analytical skills
- Excellent presentation, oral and written communication skills
- Quality orientation abilities

Personal Qualities

- Self-motivated
- Enthusiastic and passionate about their work
- Eager to learn and put skills into action
- Team player
- Responsive

The engagement for this position will be for an initial contract of three 2 years that is renewable subject to performance and availability of funding. For more details about Uraia, please see the Uraia Trust website www.uraia.or.ke. Any form of canvassing shall lead to automatic disqualification.

If you believe your career objectives match this exciting position, please forward your application letter and detailed CV, expected salary, contact details and quoting reference number **UT/2019/01/01** with the subject being Application for Programme Officer by close of business on **17th January 2019** addressed to:

The Human Resources Unit, Uraia Trust,

P O Box 28151-00100,

E- Mail: jobs@uraia.or.ke

Hard copy applications may also be submitted during working hours at Uraia Trust's physical address located at Uraia House, Jacaranda Avenue, Off Gitanga Road, Nairobi.

Please note that due to the anticipated large number of applications only shortlisted candidates will be contacted for interview.