



Program Officer

Background:

Uniting Girls Against Poverty(UGAP) is a local NGO registered with the NGO Coordination Board of Kenya. It operates in six counties: Kajiado, Nairobi, Busia, Kilifi, Taita, and Kisumu. UGAP is dedicated to transforming the lives of girls and women through education, empowerment, Health, SRHR and advocacy..

Overall Role:

Under the direct supervision of Senior Program Officer, the Program Officer based in Kisumu is responsible for managing the project of promoting access to integrated community services locations in Western Kenya according to the plan and specific timeframe; s/ he will also be supervising the field team in a way that helps achieve the results that the project aims for.

Duties & Responsibilities:

Project Management:

1. Manage all works and activities of the project and adhere to the project's timeframe and budget.
2. Supervise the field team, distribute and follow up their tasks and provide technical support regarding women and girls protection activities, provide necessary support and build the capacity of the field team.
3. Provide the Senior Programs Officer with periodic reports on the progress of the project and the accomplished tasks.
4. Effectively communication with all project stakeholders and organize meetings with the field team on regular basis or when needed.
5. Coordinate with the financial, procurement, HR departments, to control expenditures and secure the needs and resources needed to implement the project.
6. Responsible for delivering the materials needed to prepare media reports
7. Inform the Senior Programs Officer and Country Program Manager of any challenge that affects workflow. Determine the potential means, mitigation measures and contingency plan to overtake challenges.
8. Responsible for archiving and delivering all project documents at the end of the project.
9. Attend local and Regional coordination meetings related to the project
10. Accurately prepare the project end report, with positives and negatives, and development proposals
11. Attend protection cluster coordination meetings and share updates with the line manager
12. Represent the Organization in the events and activities related to the work of the organization upon request

Proposal Writing:

1. Participating in preparing the new project proposals in coordination with the Programs and Finance Departments
2. Participate in the communication with the new potential donors and search for new project applications
3. Represent the association in local and Regional events.

Qualifications and Experience:

Bachelor's degree in Business Administration, Sociology, International Development or any related field

- At least three years' experience in non-governmental organization work.
- At least two years' experience in managing girls and women projects in I/ NGOs
- Proven experience in leading a team
- Good in MS Office programs (Excel, Word, PowerPoint, etc.)
- Good understanding of and engagement with the humanitarian context and the key principles of accountability, impartiality, neutrality, independence and cooperation;
- Excellent analytical/problem-solving skills and detail orientation with adaptable communication skills
- Ability to work under pressure and punctuality.
- Good organizational skills, time management skills, and setting work priorities
- Ability to work overtime when needed
- Very good at English and Swahili

How to apply: All Applications should be sent to info@ugap.africa and cc ugapint@gmail.com before 21st October 2024. Applications will be reviewed on rolling basis.