



VACANCY ANNOUNCEMENT

Kenya Red Cross Society is one of the largest humanitarian organizations in Kenya. Its mission is as auxiliary to the National and County Governments we will work with our communities, volunteers and partners to ensure we prepare for and respond to our humanitarian and development needs. We will focus our collective capabilities and resources to prevent and alleviate human suffering and save lives.

The Society seeks to fill the following position:

Position Title:	DRM - Programme Coordinator (Re-advertised)
Reporting to:	DRM – Programme Manager
Job location:	Nairobi

Overall Purpose

Liaising with the Programme Manager and the Head of Department, the DRM Programme Coordinator will primarily be responsible for providing leadership, technical support and coordination of Sustainable Conflict Management and Peace Building Initiatives including Prevention/Countering of Violent Extremism Strategies and Approaches, to staff and volunteers, partners and communities that KRCS works with. These may include but not limited to regional and national organizations, grassroots community groups, networks and coalitions, the media and professional associations. In addition, he/she will also be required to support other DRM initiatives including in the resource mobilizing for, designing, implementation and Monitoring and Evaluation of Food Security, Livelihood, Environment and Climate Change Adaptation Projects.

Duties & Responsibilities

1. Program Management

Conflict Prevention

- To innovate, develop, challenge and evaluate Preventing/Counter violent extremism strategies, policies and projects within all the targeted counties
- To provide expert advice and assistance on conflict prevention and prevention of violent extremism work including implications of national policy, changing service needs and demands and emerging community issues
- Assist in the development of detailed program work plans, including activity descriptions and support in the management of the implementation of these activities so as to ensure

the program's activities and outputs are executed on time and to adequate quality standards

- To maintain an up to date knowledge of current and emerging policy and good practice to inform the future policy development and best practice within organization and beyond
- To Coordinate and work with the KRCS Regional Managers, County Coordinators, MEAL department and the International Center of Humanitarian Affairs (ICHA) to ensure efficiency and effective implementation of the project
- Assist the Program Manager and support project officers to establish and deepen partnership with National, County Governments (including but not limited to the County Commissioner, County Police Commanders, National Intelligence Service, National Counter Terrorism Centre, National Steering Committee on Peace Building and Conflict Management, National Cohesion and Integration Commission) and CSOs in target counties

Economic Empowerment (Addressing drivers of Conflict) to work with ICHA and project officers to formerly engage the vocational training administration at both national and county level.

- To work with project officers to formerly engage the relevant youth government departments to support implementation of the project.
- To support the project officers in supporting Sustainable livelihood Approaches (SLA) for the targeted beneficiaries

General Disaster Risk Management

- Support the department designing, implementation and Monitoring of other DRM projects including Food Security, Environment and Climate Change Adaptation and Livelihood projects

2. Monitoring, Evaluation, Accountability & Learning (MEAL)

- Ensure that the Monitoring, Evaluation, Accountability and Learning framework is in place and fully functional. This will include ensuring that all the project sites have Activity and Indicator tracking trackers that are being adhered to
- Coordinate with MEAL and ICHA departments and all the project officers to ensure timely documentation and reporting of the project
- Coordinate with MEAL department to ensure that Routine Data Collection and Analysis and data quality audits are done on timely basis
- Ensure that all the project sites have complaints and feedback mechanism that are functional
- Liaise with the programme manager to convene Review meetings for the project team

3. Networking and Coordination

- Establish and maintain regular contact with partner organizations, liaise and co-ordinate with the appropriate government bodies whenever appropriate to ensure successful project progress
- Negotiate collaboration with partner institutions and government departments in support of KRCS and the project activities
- Liaise and maintain contacts with government agencies and line ministries, civil societies and private sector collaborators.
- Attend sector level meetings and other related gatherings

4. Resource Mobilization

- Developing and implementing local and international resource mobilization strategies.
- Research, complete, and submit applications for potential funding resources such as grants, awards, etc
- Developing a fund generation and resource mobilization work plan and constantly follow-up the implementation of the plan.
- Assisting in mobilizing resources from private sector entities, individuals and corporate entities.

Minimum Qualifications; -

- Minimum degree in Social Studies, Conflict Management/Peace Building, Disaster Management or any other related courses
- A minimum of 3 years' relevant work experience in VE hotspots in Kenya will be an added advantage
- Experience of working with National and County government structures
- Experience in dealing with international donors, international organizations, the corporate sector and/or large multi-mandate development NGOs
- Experienced in developing positive working relationships with diverse individuals and groups
- Experienced in researching, preparing and presenting reports on complex issues which are analytical, present clear options for decision and are accessible to lay people
- Experience of working constructively with a range of statutory partners, the private sector and the voluntary and community
- Experience in designing youth economic empowerment projects
- Knowledge of the Preventing Violent Extremism agenda and the implications for local authorities, the wider public sector and the voluntary and community sector
- Knowledge on how the Technical Vocational Education Training (TVET) works in Kenya.
- Knowledge of the roles of the public services and the voluntary and community sector in delivering community cohesion, diversity and equality and community safety practice

Key Competencies; -

- Ability to work closely and establish positive relationships with local community leaders, security actors, education sector leaders, vulnerable youth and the community
- Ability to communicate clearly and effectively both orally and in writing to engage the interests of a wide range of audiences
- Ability to work across different cultures and social economic platforms
- Ability to respond constructively to changing demands, meet tight deadlines and maintain quality services
- Excellent interpersonal, negotiating and influencing skills

Application Procedure;-

Interested candidates who meet the above qualifications drop their applications addressed as below, so as to reach us not later than Friday, 16th November 2018;

**The Secretary General
Kenya Red Cross Society
P.O. Box 40712-00100,
Nairobi**

Only shortlisted candidates will be contacted. Job disclaimer and notification:

Kenya Red Cross Society is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.