



Forum for African Women
Educationalists Kenya

Imarisha Msichana Project

VACANT POSITIONS

Position Title	Reporting to	Location
Programme Coordinator	Chief Executive officer, FAWE Kenya	Nairobi
Monitoring and Evaluation Officer	Chief Executive officer, FAWE Kenya	Nairobi
Advocacy and Partnership Officer	Chief Executive officer, FAWE Kenya	Nairobi
Communication Officer	Chief Executive officer, FAWE Kenya	Nairobi
Project Accountant	Finance and Administration Manager	Nairobi
Programme Driver	Finance and Administration Manager	Nairobi
County Coordinator- 10 Positions	Programme Coordinator- FAWE Kenya	2 Focus Counties. The counties of focus include (Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang'a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana.)
Method of Application	Please submit your application to recruitment@fawe.or.ke with the <i>Title of Position Applied for - Imarisha Msichana project</i> as your subject, by 22 nd June 2022	
	Applicants should include the following items: <ul style="list-style-type: none"> • Cover letter. • Detailed CV with at least 3 references. • Education/Professional testimonials. 	

- Expected salary rate.
- For County Coordinators (indicate the preferred 2 counties of work in the response email)

The applications deadline is 1800hrs June 22nd, 2022. Only individuals who meet the mentioned qualifications should apply and only those selected for interview will be contacted.

Project Overview	<p>The Forum for African Women Educationalists (FAWE) IS A PAN-African Non-Governmental Organization founded in 1992 by five women ministers of education to promote girls and women’s education in sub-Saharan Africa in line with Education for All. FAWE works through a network of 34 chapters across 33 countries in Africa and is headquartered in Nairobi, Kenya. FAWE Kenya is one of the operating chapters within the network.</p> <p>FAWE is partnering with the Mastercard Foundation through her FAWEK chapter to implement the <i>Imarisha Msichana!</i> programme which aims to significantly reduce the incidence of teenage pregnancy in Kenya during and beyond the COVID 19 crisis. Actual interventions will include collaboration with key stakeholders in generation of credible and acceptable data on teenage pregnancies in Kenya that will advise on apt solutions; champion for re-entry of girls to school, sensitization forums for girls, young women, boys, young men, parents, community leaders on human sexuality and prevention of pregnancy, media advocacy programmes, and awards of FAWE/Mastercard Foundation gender equality ambassadors.</p>
Location	<p>The program will be implemented in 20 counties in Kenya namely, Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang’a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana.</p>
Project Objectives	<p>The overarching objectives of the project will revolve around winning stakeholders' commitment to end Teen pregnancy and Child Marriage; strengthening social accountability among the duty bearers and enhancing agency among the young people to demand for their sexual reproductive health and rights.</p> <p>Specifically, the program focus will be:</p> <ol style="list-style-type: none"> 1. Assessing the status and the influence of COVID 19 on Teenage Pregnancy in select Counties in Kenya by collaborating with the duty bearers and stakeholders in generating credible and acceptable data for a more structured and intentional interventions cases of teenage pregnancy in Kenya.

2. Training and sensitization sessions for girls, young women, boys and young men, educators, duty bearers and local community on sexuality and prevention of teenage pregnancy.
3. Sensitization of Media Journalists/Reporters/Editors on teenage pregnancy and the reporting of it. Dissemination of content generated throughout the duration of program implementation. Engagement of mainstream media for both radio and TV programming to generate wholesome content addressing sexual reproductive health issues surrounding young people.
4. Boys and young men sensitization programs: Deliberately engage boys and young men in prevention programs and make them champions of girls 'rights.

Position:	Program Coordinator
Location:	The position is based in Nairobi with frequent travel to the field.
Reporting to:	The Program Coordinator will report to the Chief Executive Officer, FAWE Kenya; and collaboratively coordinate with the program technical team and partners to ensure a smooth implementation of the program
Position Summary:	The Program Coordinator will be the technical lead of the program which role includes supervising 10 county coordinators who will be working across 2 counties. The PC will also be responsible for the project workplans, budgets, strategies, partnerships, and reporting.
Key Responsibilities and Duties:	<ul style="list-style-type: none"> • Overall program management activities, ensuring resources and systems are in place for effective management and completion of work. This includes setting and managing deadlines, communicating with the program team and the partners about the state of the activities, ensuring program stay on track and on budget. • In coordination with the partners and in close collaboration with the MEL Lead, consolidate and support monitoring the program work plan through metrics to ensure alignment with program goals and objectives. • Collaborate with program County coordinators and the communications team in drafting of communications content, abstracts, articles, and other IEC materials. • Oversee the management of the program budget and ensure overall project management compliance. • Oversee the successful implementation of interventions that enhance social accountability among the duty bearers. • Ensure proper planning of the activities that enhance agency among the young people to demand for their sexual reproductive health and rights. • Strengthen advocacy and media partnerships.

	<ul style="list-style-type: none"> • Build effective working relationships with program stakeholders, engaging them at each program stage, ensuring communications have appropriate content and tone. • Strengthen Advocacy and media visibility through partnerships with likeminded CSO's, government agencies, and media representatives to push for policy change and adoption of existing policy that support re-entry; end of teenage pregnancy, and early marriage; increased and equal access to menstrual hygiene products, SRHR services and education at National and county level. • Manage information flows between the directing and delivering levels of the project. • Coordinate learning and capacity building activities for the program team in the program.
Qualifications	Required technical skills and experience <ul style="list-style-type: none"> • Masters' degree in Social Sciences, Development Studies, Education, Public Health, Political Science, Philosophy, Gender, Law, Project Management, or any other relevant discipline from a recognized institution. • Preferred 7 years work experience with a minimum of 5 years working in gender, SRHR and/or education environment. • Experience in managing strategic partnerships working with funding partners and collaborating with other likeminded stakeholders at national and county level. • Sound knowledge of lobby and advocacy especially focusing on education, re-entry and SRHR policies.
Key Competencies	<ul style="list-style-type: none"> • Demonstrated program management skills, including contractual compliance, Theory of Change methodology, process and people management, coordination and planning, project control, documentation development, risk and quality management, monitoring and evaluation, reporting. • Experience working with government agencies such as Ministry of Education, health, gender or county governments. • Ability to maintain high standards of personal integrity, establishing productive relationships • Ability to work well and collaboratively with a team, lead own work, and disseminate information on a timely basis. • Strong leadership skills - Critical thinking and Evidence of thought leadership especially in coordinating team activities. • Ability to thrive within a diverse, intercultural environment. • Excellent writing, communication, and organizational skills (both analytical and problem solving). • Ability to self-manage and handle competing priorities between teams. • Proficiency in Excel and ability to work comfortably in the MS Office package, specifically MSWord, Excel, Access, and PowerPoint.

Position:	Monitoring and Evaluation Officer
Location:	The position is based in Nairobi with frequent travel to the field.
Reporting to:	The holder of this position will report to the Chief Executive Officer, FAWE Kenya.
Position Summary:	FAWE Kenya is looking to recruit a detail-oriented, results-driven, and innovative Monitoring and Evaluation Officer with experience working on projects related to girl's education and SRHR to provide programmatic support in the monitoring and evaluation process for the project.
Key Responsibilities and Duties:	<ul style="list-style-type: none"> • Coordinate monitoring, evaluation and learning activities of the project and ensure all the requirements for reporting are met. • Provide technical support for all research work under the project, and guide in the preparation of reports and dissemination of evidence and data. • Work closely with all technical programme team to improve program quality through improved data management systems and processes, and act as focal point for all project evaluations and lead the Design, Monitoring and Evaluation (DM&E) processes and gathering of evidence of the program. • Work with the project County Coordinators to ensure the collection of relevant data needed for an effective M&E system that will be utilized in monitoring strengths, weaknesses, gaps and opportunities in the projects and for reporting on partnership commitments. • Collaboratively prepare and submit of accurate and timely reports, to project stakeholders. • Conduct data quality assessments in collaboration with the project partners to verify the data submitted by County coordinators and ensure that the data reflects the reality on the ground. • Undertake regular monitoring and technical support visits to the select Counties to assess progress against approved plans, provide feedbacks and recommendations for timely improvement. • Build effective working relationships with project stakeholders, engaging them at each project stage, ensuring communications have appropriate content and tone. • Anticipate project risks and issues, communicating to Project Implementation Lead and Stakeholders and seeking solutions.
Qualifications	<p>Required technical skills and experience</p> <ul style="list-style-type: none"> • Bachelor's degree in statistics, Monitoring & Evaluation, demography, Biostatistics/Health Records and Information or a related field with IT skills. • Knowledge and experience in using statistical packages for analysing complex datasets (Excel, SPSS, SAS, etc) and generation of information for decision making. • Demonstrated ability on designing and maintaining data collection tools in mobile platforms e.g. ODK Collect and KOBO Collect.

	<ul style="list-style-type: none"> • Minimum of 5 years of professional experience in an M&E position responsible for implementing M&E activities or a similar role. • Proven experience on establishing M&E system, logical and result frameworks for programs with demonstrated strong database management and problem-solving skills. • Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans. • Computer skills: Hands on competency in Microsoft Word, Excel, PowerPoint and Access.
Key Competencies	<ul style="list-style-type: none"> • Ability to maintain high standards of personal integrity, establishing productive relationships • Ability to work well and collaboratively with a team, lead own work, and disseminate information on a timely basis. • Facilitation and strong organizational skills. • Excellent oral and written communication skills in English & Kiswahili is essential. • Experience training or coaching others in MEL -related topics • People Skills: Good communication skills and have experience in explaining project results framework and MEL approach. • Analytical Skills: The MEL officer should be able to translate data to information that links to project goals, highlight trends and problems identified from the data and demonstrate results/achievements.

Position:	Advocacy and Partnership Officer
Location:	The position is based in Nairobi with frequent travel to the field.
Reporting to:	The Advocacy and Partnership Officer will report to the Chief Executive Officer, FAWE Kenya.
Position Summary:	The Program Coordinator will be the technical lead of the program and FAWEK in advocacy work
Key Responsibilities and Duties:	<ul style="list-style-type: none"> • Provide technical and programmatic guidance on Advocacy and Partnership concerns at FAWE Kenya • Coordinate implementation of advocacy activities in the program. This entails, observing the work plans, deliverables, timelines, compliance to budgets, M&E plans, advocacy plans, selection of strategic partners, compliance to FAWE Kenya and funding partner procedures and the respective country governments and overall quality assurance on interventions under advocacy docket.

	<ul style="list-style-type: none"> • Plan and execute a creative advocacy action plan including influencing decision-makers, campaigns, lobbying and building public support for FAWE Kenya mandate on addressing teenage pregnancy, child marriage and FGM. • Carry out research on key issues relating to FAWE Kenya’s advocacy and policy work and be up to date with various interventions at national, regional, and global level. • Coordinate and guide County coordinators on advocacy plans and execution of strategies at county levels. • Build and strengthen FAWE Kenya partnerships for collective advocacy and collective project delivery. This includes identifying and enhancing partnership/collaboration with Like-minded CSOs and Ministries in charge of Education, Health, and Gender. • Position FAWE Kenya as a thought leader in matters concerning education of girls, re-entry, SRHR and ending of teenage pregnancy and early marriages in Kenya. • Lead on internal assessment and capacity building needs in relation to advocacy. • Assist in resource mobilization efforts for advocacy initiatives. This includes, pitching for ideas with development partners, attend to high level meetings/networking forums and give input to proposals and concepts.
<p>Qualifications</p>	<p>Required technical skills and experience</p> <ul style="list-style-type: none"> • Bachelors’ degree in Social Sciences, Political Science, Philosophy, Gender, Project Management, Journalism Public Relations, law or any other relevant discipline. • Preferred 5 years work experience with a minimum of 2 years working in complex national environments with practical field experience. • Experience in advocacy work and human development work with NGOs, strategic partnerships especially working within a consortium (range of stakeholders) with national coverage. Work experience with the Ministry of Education, Ministry of Health, State Department of Gender, and other Relevant National Ministries/Government Bodies. • Demonstrated program management skills, including process management, scheduling, project control, documentation development, risk management and quality management, monitoring, and evaluation.

Key Competencies	<ul style="list-style-type: none"> • Experience working with government agencies such as Ministry of Education, health, gender or county governments. • Ability to maintain high standards of personal integrity, establishing productive relationships • Ability to work well and collaboratively with a team, lead own work, and disseminate information on a timely basis. • Strong leadership skills - Critical thinking and Evidence of thought leadership especially in coordinating team activities. • Ability to thrive within a diverse, intercultural environment. • Excellent writing, communication, and organizational skills (both analytical and problem solving). • Ability to self-manage and handle competing priorities between teams. • Sound knowledge and skills in advocacy and partnership building. • Clear demonstration of ability to influence decisions and knowledge of women’s and children’s rights key national agreements and conventions
Position:	Communication Officer
Location:	The position is based in Nairobi with frequent travel to the field.
Reporting to:	The holder of this position will report to the Chief Executive Officer, FAWE Kenya.
Position Summary:	FAWE Kenya is looking to recruit an experienced and committed individual who can carry out the internal and external communication of FAWE Kenya. The individual will advise on and lead FAWEK interactions with mainstream media and ensure building of linkages with both mainstream media and social media bloggers.
Key Responsibilities and Duties:	<ul style="list-style-type: none"> • Develop and share guidelines on documentation standards for FAWEK and funding partner with FAWEK programs team, County Coordinators and other CSO partners. • Documentation, production and dissemination of high-quality publications, including visibility materials regarding FAWE Kenya’s performance, impact, and best practices. • Develop and implement an effective communication strategy for FAWE Kenya with a view to uphold and enhance the image and visibility of the organization. • Write, publish and disseminate FAWE Kenya’s achievements and best practices that effectively communicate FAWE Kenya’s Mission, Vision and main messages to key stakeholders in the countries where FAWE Kenya operates, including Government, donors and private sector. The communication materials include regular newsletters, electronic and print publications.

	<ul style="list-style-type: none"> • Collect, collate and share up-to-date information on the status of girls’ and women’s education, teenage pregnancy, early childhood marriages and SRHR. • Sharing/publicizing news highlights national and specific to FAWE Kenya and managing communication repository. • Support the translation and interpretation function of FAWE Kenya. This includes translation of internal documents such as emails, letters, speeches and coordination of approved translators and interpreters. • Manage FAWE Kenya’s external communication, including nurturing quality relations with the media and communication-related service providers, support in drafting high level speeches as well as, reviewing other speeches and/or translation of documents such as position papers and power point presentations. • Manage FAWE Kenya’s website, social media platforms and ensure that it is vibrant, interactive, and its content is regularly updated to showcase FAWE Kenya’s work and impact. • Maintain up to date current and accurate contact information on FAWE Kenya’s audiences (FAWE K members, Board, County branches, and Alumni) in order to continuously engage members with the aim of maintaining a vibrant and active FAWE Kenya’s network.
Qualifications	Required technical skills and experience <ul style="list-style-type: none"> • Bachelors’ degree in Communication, Mass Media or Journalism. • MUST have a minimum of 3 years of experience managing communication in NGOs, media organizations or development agencies • Be computer literate includes familiarity with desktop and web publishing methods and tools, proficiency with MS Office Suite, particularly, Word, Access and Excel and design software such as Canva, Adobe Illustrator and In Design • Have excellent oral communication, writing, editing, proofreading and presentation, skills. • Be fluent in English and Kiswahili, and have excellent writing, editing and proofreading skills in both languages.
Key Competencies	<ul style="list-style-type: none"> • Ability to maintain high standards of personal integrity, establishing productive relationships • Ability to work well and collaboratively with a team, lead own work, and disseminate information on a timely basis. • Experience working with young people and managing social media interactions. • Experience organizing and facilitating communication skills trainings and capacity building events. • Strong leadership skills - Critical thinking and Evidence of thought leadership especially in coordinating team activities. • Ability to thrive within a diverse, intercultural environment. • Excellent writing, communication, and organizational skills (both analytical and problem solving).

- Ability to self-manage and handle competing priorities between teams.

Position	Project Accountant
Location:	The position is based in Nairobi with frequent travel to the field.
Reporting to:	The holder of this position will report to the Finance and Administration Manager.
POSITION SUMMARY:	FAWEK is seeking applications for the position of a project accountant. The accountant will be expected to assist the Finance and Administration Manager in managing, handling, recording, and reporting on the project's funds and assets in a professional and efficient manner.
Key Responsibilities and Duties:	<ul style="list-style-type: none"> • Monitor budget versus expenditure for the grant. • Support County Coordinators in financial management and reporting. • Review the budgets for the project and budget modifications and submit the same to the Finance Manager for approvals. • Ensure compliance with donor requirements on financial issues for the grant • Regular field visits to all project areas to provide support and ensure transparency and accountability in the use of project resources in the field. • Receive and review field activity accountability documents for consistency, completeness, and accuracy of documentation for purposes of ensuring proper posting to the correct project budget item. • Assist in Preparing financial donor reports and budgeting. • File and archive all accounting and supporting documents appropriately for all project expenditures. • Participate in the planning and review meetings, ensuring project staff members are kept informed in all relevant financial issues • Prepare for project audits by continuously reviewing accounts for accuracy and provide support to auditors during project financial audits • Work with the Program Coordinator and Procurement Department to ensure that procurements are made in a timely manner, adhering to FAWEK'S Policy, communicating with the Finance and Administration Manager if additional approvals are required prior to any procurement.

Qualifications	<p>Technical expertise</p> <ul style="list-style-type: none"> • Bachelor’s degree in Finance, Accounting, Business Administration or related field. • Must be a Certified Public Accountant (CPA III) or Chartered Certified Accountant (ACCA) equivalent. • Two years’ minimum experience in donor/NGO project accounting; experience in accounting for external donor-funded projects is an advantage. • Proven Experience in Computerized Accounting and proficiency in QuickBooks system. • Proficient computer and internet skills (MS Word, Excel, spreadsheet, database, internet Explorer, and accounting software)
Other Skills and Competencies	<ul style="list-style-type: none"> • Ability to work independently, set priorities, and meet strict deadlines. • Excellent interpersonal and organizational skills; demonstrated ability to follow assignments through to completion. • Willingness to travel to the field on occasional basis. • Strong Analytical skills • Excellent written and oral English skills. • High level of integrity and sense of confidentiality. • Strategic thinker, patient and self-controlled. • Attention to details-Ensure nothing is missed or overlooked.
Position	Project Country Coordinators -10 Positions
Location	<p>The County Coordinator will oversee 2 Counties of implementation of the Imarisha Msichana project.</p> <p>The project will be implemented in the following Counties: Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang’a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana.</p>
Reporting to:	The County Coordinators will report to the Program Coordinator and work collaboratively with the project technical team to ensure a smooth implementation of the program activities.
Position Summary:	The County Coordinators will ensure effective and efficient planning, mobilization, coordination, implementation, as well monitoring and reporting of interventions being implemented at the county level.

<p>Key Responsibilities and Duties:</p>	<ul style="list-style-type: none"> • Oversee the successful implementation of the project in the Counties of focus in accordance with the annual work plan. • Develop individual work plan based on the approved projects work plan detailing activities to be undertaken, with support from the programme Coordinator. • Document information and write reports of all project activities undertaken at least 5 days after implementation and share with the programme coordinator. Use information generated by the activities to analyse gaps and plan for appropriate mitigation and recommendations. • Collaborate with relevant County government ministries and communities to ensure winning stakeholders' commitment to end Teen pregnancy and Child Marriage. • Oversee the successful implementation of interventions that enhance social accountability among the duty bearers. • Ensure proper planning of the activities that enhance agency among the young people to demand for their sexual reproductive health and rights. • Establish and foster partnerships in the respective counties to advance the project goal by collaborating with the duty bearers and stakeholders in generating credible and acceptable data for a more structured and intentional interventions. • Ensure building of strong linkages and partnerships with participating schools and communities. • Ensure safeguarding of children rights and reporting of any incidences that maybe harmful to participating minors. • Proactively manage and communicate to Programme Coordinator any risks to the project and/or organization. • Participate and co-organize meetings, advocacy forums and workshops with participants, communities, and key stakeholders at County levels • Participate in the development and implementation of the project M&E strategy. • Internal Reporting: Prepare timely reports and communication products in liaison with the technical project team.
<p>Qualifications</p>	<ul style="list-style-type: none"> • A Bachelor's degree in Social Sciences, Community Development, Public Health, or related Humanity field is preferred. • At least two years' experience in girl's education and health related work, especially Adolescents Sexual Reproductive Health and teenage pregnancy related projects in an NGO. • Demonstrated ability to successfully interact with individuals of different backgrounds and beliefs, which include willingness to understand and be tolerant of differing opinions and views. • A broad grasp of socio-cultural and economic issues with respect to teenage pregnancy. • Experience working with county governments, civil society, partners and local communities

	<ul style="list-style-type: none"> Detailed understanding and experience of gender and diversity issues and individual commitment to addressing inequalities in all the key areas of responsibility
Key Competencies	<ul style="list-style-type: none"> Ability to travel by road frequently with a Motorcycle (with a valid driving license or willing to learn to ride a motorcycle). Ready to reside in the project implementation sites. Strong coaching, mentoring, training, and presentation skills. Effective communication skills (oral and written) and capability to relate and interact with multicultural teams and represent the organization in professional forums. Prior experience in planning and facilitating trainings. The ability to work independently, think innovatively and strategically and work effectively within a team. Ability to work with minimal supervision. Prior success working closely and building relationships with diverse groups of people. Ability to juggle multiple priorities simultaneously and take initiatives.
Position	Program Driver
Location:	The position is based in Nairobi with frequent travel to the field.
POSITION SUMMARY:	The driver will be responsible for operating and maintaining transportation vehicles with a focus on safety and staff courtesy.
Key Responsibilities and Duties:	<ul style="list-style-type: none"> Provide transportation to and from project sites, and other locations as assigned. Maintain accurate, up-to-date records on trip sheets, vehicle maintenance, incident reports, accident reports, vehicle condition reports and other records. Carry out safety briefing to passengers prior to each trip departure. Read and interpret maps and driving directions to plan the most efficient route service. Respond to accident or medical emergencies by notifying emergency, response providers, and carrying out First Aid pending arrival of emergency personnel. Ensure that all regulations are followed in case of accidents and that required paperwork is submitted.

- Ensure that the vehicle has all required registrations/ licensing and inspections, and that necessary documentation is retained in the vehicle.
- Ensure vehicle has enough fuel, maintain the vehicles' cleanliness, and ensure its security for daily use and proper evening and weekend storage at office site.
- Develop and maintain good working relationships with all program personnel.

Qualifications**Technical expertise, skills and knowledge**

- Experience in defensive driving with a valid driving license Class B, C, E - light vehicles & heavy commercial vehicles
- 8 years' driving experience and a valid Kenya driver's license.
- First Aid knowledge desired.
- Knowledge of driving rules and regulations, and security issues.
- Knowledge of safety standards and safety equipment (e.g., fire extinguishers, safety devices, etc.).
- Experience in defensive driving is desirable.
- Knowledge and ability to use radio, email, telephone and other applications.
- Basic automobile mechanical skills and ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact
- Extensive knowledge of the operations and features of assigned vehicle(s).
- Experience driving in Nairobi and familiarity with rural terrain and roads preferred.
- Report writing skills include ability to speak and write in English and Swahili.