



Forum for African Women Educationalists – Kenya Chapter

Vacancy Announcement: 2 Positions

Organization Description

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a Non-Governmental Organization registered in 1996 under section 10 of the NGO Coordination Act, Laws of Kenya to support girls and women to acquire education for development. FAWEK is a member of FAWE network of 34 Chapters in 33 countries in sub-Saharan Africa. FAWE Kenya Chapter, has its head office in Nairobi, right inside the premises of Kenya Education Management Institute (KEMI), along Mtama Road, off 6th Avenue Parklands.

1. Program Officer

Project Background

FAWE Kenya is implementing the Tamatisha! Project in partnership with ENAI Africa in 5 Counties in Kenya; **Nakuru, Kajiado, Nairobi, Machakos, and Narok** Counties. The project aims to significantly reduce the incidence of teenage pregnancy in Kenya during and beyond the COVID-19 crisis by enhancing awareness on the importance of Human Sexuality Education and acceptance of teenage mothers back to school.

Job Summary

The Program Officer's main role is to lead in the implementation of Tamatisha Project and assist in designing project objectives, methodologies, and tools, based on best practices (internal & external) to ensure quality, consistent, and effective project delivery. S/he will coordinate and advocate with stakeholders, beneficiaries, and project sponsorship to ensure project is appropriately implemented.

Job Summary/Responsibilities

- i. Lead in the implementation of project activities in accordance with the project proposal, result framework, and project work plan.
- ii. Lead in the development of the Tamatisha project report, work plan, concepts and activity budget in a timely and qualitative manner and share accordingly.
- iii. Map and identify priority stakeholders who have the power to improve access to quality education for girls and who should be encouraged to better collect and use data.

- iv. Prepare and draft a variety of written outputs that relate to the implementation of the project, such as background papers, newsletters, brochures, success stories, progress reports, budget requirements, briefings, and presentations.
- v. Develop an evaluation method to assess project strengths and identify areas for improvement.
- vi. Build and maintain partnerships and relationships with other organizations, such as non-profits, Government agencies, and community organizations, in order to expand resources, raise funds and educate the public about the work of a particular foundation.
- vii. Lead in preparation, filing, compiling, and dissemination of documents/materials relating to the project.
- viii. Participate in the processes of joint annual monitoring, review and planning by the Local coordination team and local partners.
- ix. Analyze program risk and management to ensure the project's successful outcome.
- x. Assist in the operational and financial management of responsible project and ensure all necessary project management and financial procedures are properly implemented.
- xi. Follow up regularly on project deliverables, monitor progress, and identify gaps and needs to be addressed for successful project implementation.
- xii. Contribute to the development of relationships with partner organizations.
- xiii. Collection, analysis, and presentation of information needed for project development and implementation.
- xiv. Membership recruitment.
- xv. Support proposal development, partnership development, and management.
- xvi. Report the progress of the project at regular intervals to the Chief Executive Officer.
- xvii. Carry out any other duty as may be assigned.

Minimum Qualifications/Skills and Competencies

- i. A Bachelor's degree in Education, Social Science, Community Development, Gender, Public Health, or any other relevant field.
- ii. A minimum of 4 years' experience in program implementation.
- iii. Two years' work experience in Resource Mobilisation.
- iv. Knowledge of Reproductive Health issues.
- v. Ability to engage with a wide variety of stakeholders including partners, government officials, and senior donor representatives.
- vi. The ability to manage own time and work under minimal supervision.
- vii. The ability to communicate clearly and tactfully at different levels, both orally and in writing
- viii. Familiarity with Gender Equality and Sexual Reproductive Health (SRH) Approaches.
- ix. Computer literacy in Microsoft Office Applications.
- x. Excellent written and verbal communication skills in English

Applications should be sent on or before COB on Monday, 23rd January 2023 with the subject line: Application for "Name of Post" to:

**The Chief Executive Officer
Forum for African Women Educationalists Kenya Chapter (FAWEK)
P. O BOX 52597-00200.**

Please submit your application to recruitment@fawe.or.ke and copy to info@fawe.or.ke by Monday ,23rd January 2023 by COB.

2.Finance Manager

Position Description

The Finance Manager shall provide overall Financial and Accounting Leadership to FAWE Kenya and its related projects/activities. His/her responsibilities include monitoring projects finances, manage financial processes and procedures, preparing weekly cash requests, reviewing and posting transactions into the financial system, preparing projects budgets, managing FAWE Kenya programs finances and reporting to the Regional Secretariat, ensuring adherence to Partner rules and regulations, coordinating with the Regional Office on financial information required on the projects, providing financial technical assistance to develop the capacity of FAWE Kenya partner organizations and entities in the country, and acting as a resource for projects staff on finance-related issues. Provides leadership and technical guidance for compliance with Generally Accepted Accounting Procedures (GAAP). The Finance Manager will strengthen and implement accounting and reporting systems for project expenditures, ensure that projects operations follow FAWE Kenya and Partner agreements policies and procedures.

Job Summary/Responsibilities

- i. Provide leadership and support for all projects' financial management areas including, accounting, payments, reporting systems, and procedures.
- ii. Direct and manage the activities projects budget in accordance with the approved annual budget and monitors the expenditures on an on-going basis.
- iii. Oversee the timely completion and accuracy of monthly financial reports in the accounting system and other reports required by the Partners and Regional Secretariat.
- iv. Verify and review all financial transactions and reports before escalation to the next level.
- v. Ensure all activities related to financial management are carried out in conformance with policies and procedures established by FAWE Kenya and the Partners.
- vi. Coordinate with related staff to ensure that project budgets, accounting, and fiscal control procedures are implemented effectively.
- vii. Provides recommendations and consults with management on financial projects and compliances.
- viii. Develop and maintain effective working relationships with regulatory institutions, consultants, management, and staff.

- ix. The position duties require broad conceptual judgment, initiative and the ability to deal with a wide range of financial issues.
- x. Works with confidential data, which if disclosed, might have significant internal and/or external effects. Ensure financial integrity and accountability and maintain internal controls.
- xi. Keeps abreast with the latest trends in financial accounting and mentor staff in the Finance department.
- xii. Build and train staff on financial policies and procedures, GAAP practices, and client relationships.
- xiii. Provides support to the internal and external audit functions.
- xiv. Performs other related duties as assigned by supervisor.

Responsibilities

- i. Provide leadership to financial aspects of the projects, including general administrative processes, financial management, sub-award management, accounting, and logistics.
- ii. Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award, and operations aspects of projects.
- iii. Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets.
- iv. Provide technical support in the development of the annual work plans and budgets for the projects.
- v. Advise senior leadership regularly on matters related to finance, and review the finance policies and procedures to ensure efficiency and effectiveness.
- vi. Provide technical assistance, as needed, to local partners on financial compliance and reporting.
- vii. Prepare and submit annual and quarterly financial and accrual reports to the Regional Secretariat and partners.
- viii. Provide the programme management team with monthly financial reports including overall programme budgets status (budget tracker), workplan budgets status and ensuring potential issues are identified and addressed.
- ix. Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by the Regional Secretariat and the Partners.
- x. Liaise with internal and external auditors in the review of projects financial management. Perform internal audits and review, to ensure compliance with FAWE Kenya standards, partner requirements, and internationally accepted accounting practices.

- xi. Provide guidance to Chief Executive Officer and Board of Directors on strategic business directions by conducting financial planning, analysis, forecasting, developing scenarios to inform decision making, and advising on key directions and options for institutional development.

Minimum Qualifications:

- i. Master's Degree in related field such as Accounting, Finance, Business Administration, economics or related field is required.
- ii. A Bachelor of Commerce/Administration degree in Accounting or Finance or related field is required.
- iii. Fully Certified Public Accountant qualification or equivalent, and a member of a recognized Accountancy Professional body such as ICPAK. and in good standing.
- iv. At least **10(ten)** years of relevant experience in administrative and financial management, including overseeing the finance and operations of equally large and complex projects. A minimum of 7 years' experience in the management of donor-funded programs
- v. Knowledge of generally accepted accounting, budgeting, and fiscal control principles.
- vi. Demonstrated experience and skills in developing and managing large budgets, and experience in financial management including the design of internal controls and risk mitigation approaches for Partner-funded projects.
- vii. Relevant skills in automated accounting software systems and database spreadsheets.
- viii. Experience building capacity in financial management of community-based organizations and implementing partners.
- ix. Demonstrated ability to create and maintain effective working relations with NGO partners, community-based organizations and international Partner agencies.
- x. Demonstrated leadership qualities in financial management expertise.
- xi. Strong interpersonal, writing and oral presentation skills in English.
- xii. Ability to work independently and manage a high-volume workflow.
- xiii. Relevant computer software skills and familiarity with accounting software (including, at a minimum, the standard applications in MS Office).
- xiv. Excellent interpersonal skills and experience establishing and maintaining good relationships with a wide variety of professionals and organizations.
- xv. Conversant with the financial procedures and requirements of donor agencies and NGOs.

FAWE Kenya is an employer with equal opportunity and affirmative action. FAWE Kenya is committed to providing equal employment opportunities regardless of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or veteran status in policies, programs, or activities.

Application Procedure

The start date for all posts is immediate. To apply for any of the above positions, please submit your CV (maximum 3 pages) - including at least 2 referees' contact details and a cover letter accompanied by certified copies of academic, professional, and other relevant certificates, transcripts, and testimonials. Applications should be sent on or before **COB** on **Wednesday 25th January 2023** with the subject line: Application for "Name of Post" to:

The Chief Executive Officer

Forum for African Women Educationalists Kenya Chapter (FAWEK)

P. O BOX 52597-00200.

Please submit your application to recruitment@fawe.or.ke and copy to info@fawe.or.ke by Wednesday ,25th January 2023 by COB.