

Job Title: Program Officer (PO)

Organization Overview:

The IRCK is a coalition of all major faith communities in Kenya, which works to deepen inter-faith dialogue and collaboration among members for a common endeavor to mobilize the unique moral and social resources of religious people and address shared concerns.

IRCK members or partner Religious Coordinating Bodies (RCBs) include: Kenya Conference of Catholic Bishops (KCCB), National Council of Churches of Kenya (NCCCK), Evangelical Alliance of Kenya (EAK), Organization of African Instituted Churches (OAIC), Seventh Day Adventist Church (SDA), Supreme Council of Kenyan Muslims (SUPKEM), National Muslim Leaders Forum (NAMLEF), Shia Ithnasharia Muslim Association and the Hindu Council of Kenya (HCK). Each of these RCBs have a national coverage with structures that reach at the grassroots level. Additionally, IRCK has formed local interfaith networks to act as platforms for local advocacy and action in 40 out of 47 counties.

Job Summary: To participate in the development and management of all aspects of projects and programs for effective and efficient delivery of expected results.

Objective: Take part in designing, planning, implementation, management and monitoring of activities in the assigned thematic area in line with IRCK Strategic objectives.

Job Specifications

- i. To support building of effective and focused partnerships with staff, partners and leaders at the national and county level.
- ii. To support the translation and communication of policy and advocacy issues into national and County level program designs and facilitate linkage with Religious Coordinating Bodies and national and sub national bodies.
- iii. Take part in strategic planning for projects and coordinate development of project work plans that integrates gender and other cross cutting issues.
- iv. Assist in Monitoring, Evaluation, Accountability and learning activities and events based on each programme logic model and indicators.
- v. Take part in mainstreaming of the promotion of tolerance and understanding among faith communities in Kenya in the programs work.
- vi. Any other duties as may be assigned to by the supervisor.

Qualifications/Experience

1. Must have a Bachelor's Degree from a recognized university;
2. Over five (5) years' experience in project cycle management;
3. Extensive practical experience in management of complex Program.
4. Knowledge of at least one IRCK program priority area (Governance, Health, Environmental and Education).
5. Understanding of participatory approaches to development, gender issues and actively committed to gender equity and mainstreaming.
6. General administration; budget making and financial management, procurement, asset management, effective human resource allocation and critical/strategic thinking skills.
7. Sensitive to religious and cultural differences, able to work in a wide variety of cultural contexts.
8. Excellent team work skills and ability to build relations both internally and externally.
9. Excellent oral and written communication including the ability to write clear reports and proposals.

The holder of this position reports to the programme manager.

Application:

Interested candidates should send their application and CV to recruitment@irck.or.ke by COB 9th May 2022