



PROGRAM OFFICER - ECD

Job Title:	Program Officer
Department:	Programs
Reports To:	Program Manager- Health and Social Well-Being
Country/Location:	Kenya/Nairobi
Length of Contract:	1 Year

About IRCK

The Inter-Religious Council of Kenya (IRCK) is a national coalition of all major faith communities in Kenya that works together to deepen interfaith dialogue and collaboration among members for a common endeavor. It mobilizes the unique moral and social resources of religious people to address shared concerns.

Job Summary:

IRCK is partnering with Catholic Relief Services to implement Conrad N. Hilton Foundation ECD Advocacy Project in Kenya, the role holder will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to implementing partner's staff, advancing RCK work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

1. Conduct sessions/trainings for Interfaith Leaders and other interfaith structures to inform understanding and influence on Early Childhood Development.
2. Identify and participate in networks with relevant stakeholders and partners to build strategic relationships on key policy issues and advocacy opportunities including influencing existing National ECD Framework.
3. Develop and continually update ECD advocacy briefs to provide updates to stakeholders on relevant activities and accomplishments.
4. Organize and participate in the implementation of all assigned project activities as outlined in the detailed implementation plan in line with IRCK program quality principles and standards, donor requirements, and good practices.
5. Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
6. Support and coordinate capacity building and technical support activities to ensure assigned project activities are implemented per project guidelines and standards.
7. Any other responsibilities that aid in the delivery of the program

Basic Qualifications

- 1) Bachelor's Degree in in Early Childhood Development, Education, Social Work, Health or related field.
- 2) Strong policy, advocacy and research skills and ability to negotiate and network with a broad range of stakeholders.
- 3) Experience of developing advocacy strategies, knowledge and understanding of a range of advocacy techniques

4) 5 years experience in a relevant field

Travel- Must be willing and able to travel up to 30%.

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Demonstrated commitment to respect, equity, diversity and inclusion including gender equality.

Preferred Qualifications

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Agency-wide Competencies (for all IRCK Staff)

These are rooted in the mission, values, and guiding principles of RCK and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities

This will be an added advantage

Key Working Relationships:

Internal: Program Manager-Health and Well-being, Executive Director IRCK, IRCK Program staff.

External: Head of Division of Neonatal and Child Health, Directorate of ECDE, CRS Relevant ECDE Department staff

DISCLAIMER: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.



What we offer:

IRCK offers a comprehensive benefits package and the opportunity to work in a collaborative, mission-driven culture that is committed to improving the lives of the Kenyan people.

IRCK provides equal employment opportunity to all qualified employees and applicants for employment are not discriminate based on race, color, religion, ancestry or national origin, sex, age, marital status, physical or mental disability or handicap, medical condition and any other status protected by law. As an equal opportunity employer, IRCK will recruit hire, train and promote persons solely on their qualifications and abilities.

IRCK' emphasis on family values supports benefits, including maternity and paternity leave, policies that promote exclusive breastfeeding and flexible working hours where possible. Women are highly encouraged to apply.

By applying to this job, I understand and acknowledge that IRCK requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

Application:

Interested candidates should send their application and CV to recruitment@irck.or.ke by COB 15th July 2022