



VACANCY ANNOUNCEMENT

Terms of Reference

Position: Programs Coordinator

Location: Mombasa

Application Deadline: 30th May 2021

Starting Date: 1st July 2021

Duration Contract: One year with the possibility of extension

Reports to: Executive Director, DAYO

Background:

Dream Achievers Youth Organization (DAYO) was founded in 2005 as a theatre performing outfit by young people who saw the need of using art to raise awareness on the issues affecting adolescents and young people in Mtopanga area of Mombasa. Due to the increased need to expand its area of intervention, DAYO was later registered as a community based organization (CBO) in 2009. DAYO currently implement Projects in five Kenyan Counties; Kilifi, Kwale, Kisumu, Nairobi and Mombasa.

Our vision:-Our vision is a community where the youth are free from poverty and diseases.

Our mission:- is to build capacity and response by preventing and reducing the risks of economic uncertainty among the youth in the region. To realize this vision, our interventions are anchored on four thematic pillars.

These are:- Education, Health, Livelihood and Social justice. Our core values include; integrity and professionalism; transparency and accountability; equality and equity; compassion and team work.

Job Summary:

DAYO is now seeking a qualified Programs Coordinator who will have the main responsibility of implementing DAYO Programs.

Responsibility/ Terms of Reference

The Programs Coordinator shall be responsible for overseeing the successful planning and Implementation of **Educational, Health, Livelihood and Social justice** Programs. Their duties include leading program staff and delegating tasks among them, monitoring program budgets and determining how to prioritize funds and performing outreach duties to engage with the local community.

Specific responsibilities:

1. Organize and represent the organization in the meeting with stakeholders, partners and donors both local and international.
2. Ensure the effective and flexible coordination and implementation of the project.
3. Developing winning proposals, concept notes and grant applications
4. Ensure that the beneficiaries are well involved in all project activities;
5. Produce high quality quarterly, bi-annually and annually reports.
6. Support the negotiation and signing of new funding agreements.
7. Help preparing and conducting formal meetings with donors.
8. Establishing long term funding relationships with private sector, corporate agencies, donors and reputable individuals within Kenya and abroad.
9. Developing a fund generation and resource mobilization work plan and constantly monitoring the implementation.
10. Providing guidance to Executive Director on the status of existing sub agreements, and related policies and procedures.
11. Undertaking other relevant activities as and when assigned by the Executive Director.

Level of Education & Qualifications

Education:

- Degree in Public Administration, Social Sciences, Law or other related areas

Experience:

- Min. 5 years of relevant working experience at the national level in the areas of local development, social protection or other related field.
- Proven track record in promoting gender equality, preferably in SRHR.

- Previous experience in development assistance or related work for an international agency or donor organization or NGO is a pre-requisite.
- Strong analytical, drafting and communication skills.
- Proven ability to coordinate complex programs with diverse range of partners.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Working Conditions

The position periodically requires the job holder to sometimes work long and odd hours when necessary to meet deadlines or respond to specific situations. The job is conducted in an office environment with regular field visits to affiliate organizations and target communities. The work presents limited exposure to job related hazards. Regular travels in sometimes difficult circumstances may be necessary.

Interested candidates should send their CV and application letter which should include **current** and **expected remuneration** and contact details of three work-related referees, by e-mail to info@dreamachieverskenya.org and CC dayokenya@gmail.com **Executive Director, Dream Achievers Youth Organization, P O Box 14026-80117. Mtopanga, Mombasa. Do not attach certificates and testimonials at this stage.**

Kindly Note;

- The closing date for submitting applications is, **30th May 2021**
- We regret that only short-listed candidates will be contacted.
- We highly encourage women who meet the above qualifications to apply.
- All applications received after the deadline won't be considered
- Must be **30 years old or below**.