



JOB VACANCY ANNOUNCEMENT

Terms of Reference

Position: SRHR Project Officer based in Kilifi

Location: Mombasa

Application Deadline: 9th June 2023

Starting Date: 1st July 2023

Duration Contract: One year with the possibility of extension

Reports to: Programs Coordinator, 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. The organization has grown into an NGO registered in 2022 and is currently implementing 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 SRHR project Officer who will have the main responsibility of coordinating organizational activities in our Kilifi office.

Responsibility/ Terms of Reference

SRHR Project Officer in DAYO will be responsible to coordinate and effectively implement our SRHR and HIV projects in Kilifi county.

Specific responsibilities:

- Planning, development, and execution of the project. This includes setting project goals, objectives, and timelines
- Coordinating and monitoring project activities in liaison with the Programs Coordinator to ensure they align with the project's overall strategy.
- Engaging and collaborating with stakeholders, such as government agencies, community organizations, healthcare providers, and beneficiaries.
- Responsible for monitoring and reporting on the progress and impact of the project. This includes collecting and analyzing data, tracking key performance indicators, and preparing reports to assess the project's effectiveness and identify areas for improvement.
- Overseeing the efficient utilization of project resources, including budget management, procurement of necessary materials and supplies, and coordination of logistical requirements.
- Organizing and delivering capacity-building workshops, training sessions, and awareness campaigns related to Youth Sexual Reproductive Health.
- Ensuring compliance with organizational policies, donor requirements, and legal regulations pertaining to the project.
- Engaging in advocacy efforts to promote sexual reproductive health issues and create awareness at local, regional, or national levels.
- Undertaking other relevant matters assigned by the Executive Director.

Level of Education & Qualifications

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- University degree/Diploma in relevant field with at least three years of experience in Community work and/or development organization in designing, implementing and overseeing M&E related task.
- Knowledge on SRHR and HIV related projects

- Experience in the development of project concepts and proposals.
- Past work experience with NGO/ CBO in a similar project is an asset.
- Sound knowledge and experience on writing reports.
- Experience of quantitative and qualitative data collection and analysis.
- Good interpersonal, communications, and facilitation skills.
- Hands on experience of managing database software.
- Strong statistical skills including knowledge of Microsoft applications.
- Working knowledge of the English and Kiswahili languages along with writing and communication skills.

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, **9th June 2023**
- 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 **33 years old or below**.