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About the Centre for the study of Adolescence (CSA)

Centre for the study of Adolescence (CSA) is a leading national Organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy and capacity building to expand choices and improve access to safe, affordable and sustainable Health services. CSA works in partnership with governments, relevant institutions, professionals and communities to support young people's right to exercise choices, access to health services and participate fully in activities that promote their health and general wellbeing.

Overview of the Program

Centre for the Study of Adolescents, CSA, is sub-awarded by World Vision Kenya (WVK)- USAID Tumikia Mtoto Project to implement specific and appropriate Evidence-informed Behavioral Interventions targeting adolescent girls and young women (AGYW) aged 9-24 years in Embakasi North and South, Kasarani, Kamukunji, Westlands, Makadara in Nairobi and Thika and Ruiru Sub counties IN Kiambu.

This is a 5 years OVC (Orphans and Vulnerable Children) and *DREAMS* (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe) Program that aims to increase use of Quality County-led Health and Social Services. The *DREAMS* initiative is aimed at reducing new HIV infections among 9-24 years old AGYW through the provision of a tailored, comprehensive and evidence-informed service package for AGYW, their male sexual partners; families; and communities. The initiative acknowledges that keeping adolescent girls and young women HIV free also positively impacts their overall health, education, development, and wellbeing. The *DREAMS* strategy underscores the provision of adolescent friendly services and AGYW empowerment in all spheres of life.

Applications are therefore advertised for the following positions in the USAID Tumikia Mtoto Project within CSA.

1. Program Manager –DREAMS REF NO: PM-DREAMS/01/05/2021

Date of Commencement of Duty: July, 2021

Duty Station: CSA Nairobi Office

Duration: 1 year, renewable contract

The DREAMS program Manager will provide technical leadership for high-quality, evidence-based DREAMS programming and service delivery for targeted AGYW. He/she will inform the program's social and structural change approaches to HIV prevention in high-prevalence settings, as well as appropriate combination prevention and youth livelihoods strategies and interventions. He/ she will have expertise in prevention activities for adolescents and youth, new prevention technologies, evidence-based implementation theory and methodologies, and effective social and behavioral change communication (SBCC), and biomedical approaches to HIV prevention. He/she will work closely with DREAMS Technical Lead for USAID Tumikia Mtoto Project to strengthen capacity to deliver evidence based interventions.

Strategic and Technical Program Oversight

- Provide technical leadership to the provision of DREAMS Core package of interventions to reduce adolescent girls and young women (AGYW) vulnerability to HIV
- Design and provide technical guidance to DREAMS activities at the community level with respect to OVC, to increase health seeking behaviours, expand access to safe spaces and adolescent-friendly services and improve the overall wellbeing of AGYW and their families.
- Monitor implementation of HIV prevention and youth livelihoods interventions and provide oversight to CSA TUMIKIA MTOTO program implementation plans and budgets.
- Support roll out and implementation of curriculum-based interventions including; MHMC, HCBF, SHUGA, Sinovuyo, Family Matters! Programme and steppingstones to the supported AGYW and communities
- Lead integration across a range of services for youth within the AGYW to take a holistic, family-centred approach to improving their wellbeing
- Engage County stakeholders to ensure that DREAMS beneficiaries receive layered services from multiple implementing partners
- Provide technical assistance and mentorship to staff, facilitate technical capacity assessments in efficacious, evidence-based HIV prevention in order to identify gaps, technical capacity limitations, and priority technical assistance needs.
- Develop program workplans (Annual, Quarterly and monthly workplans) and ensure these are approved by the relevant approval levels in time.
- Oversee the development, implementation, and monitoring of DREAMS and youth livelihoods quality improvement activities.
- Regularly monitor and report on DREAMS quality assessment, improvement, and assurance.
- Prepare program reports and program briefs on a timely, accurate and complete manner. These reports include quarterly, half yearly, annual progress reports and regular program briefs as required by the Prime and USAID.

- Co-ordination, partnership Building and networking with County and Sub County relevant departments and health facility and community structures for effective program implementation.
- Facilitate problem solving during the implementation period.

Communication:

- Represent USAID Tumikia Mtoto program in DREAMS related County forums
- Participate in relevant donor activities with the project team, including meetings and visits and make presentation on DREAMS as required
- Participate in DREAMS/AGWY Technical working groups at the county and sub county
- Oversee communications and availability of program material development for SBCC, IEC, and Family Planning for adolescent and youth.
- Supervision of key staff under the DREAMS and youth livelihoods technical areas.
- Perform any other prevention duties as assigned by the supervisor.
- Ensure regular complete and adequate communication on all programmatic matters to CSA management and the Prime as and when required

Monitoring, Evaluation, and Reporting:

- Guide tracking, analysis and manage periodic target achievements, AGYW linkage opportunities and curricula rollout on a daily, weekly, and monthly basis, to ensure the project achieves the assigned AGYW target
- Support review of the project outcomes and utilization of project data to prioritize interventions and layering
- Compile and submit timely high quality periodic and adhoc DREAMS reports as per WVK and donor requirements
- Contribute to writing of the relevant project documents; work plan, narrative reports, technical documents and briefs, proving DREAMS technical expertise as required
- Jointly with the program management team organize quarterly and annual program review meetings bringing on board all stakeholders.
- Lead the day to day delivery of the DREAMS package ensuring adherence to donor guidance, supervise and mentor staff.

Required Professional Experience

- Master's degree in Public Health, Social Science, Health Sciences, Gender, Development Studies, or a related field.
- At least 5 years progressive work experience with PEPFAR funded AGYW, OVC and integrated HIV/AIDS programme in an INGO setup.
- Hands on experience of leading a recent large PEPFAR funded DREAMS programme
- Familiarity with OVC and DREAMS programming integration is highly preferred
- Experience in Providing Technical Assistance to local implementing partners (LIPs)

- In-depth understanding of PEPFAR/USAID DREAMS priorities, expectations for program results, outcomes, impact, and reporting
- Good facilitation/presentation skills
- Experience in participatory action planning and engagement of stakeholders at County, Sub County and Community levels.
- Strong familiarity with PEPFAR and USAID policies, procedures, rules, regulations and reporting requirements.
- Excellent understating of GOK structures at the county ad community level
- Good skills in data analysis and report writing for donor reports, technical briefs and relevant documents
- Familiarity with project implementation within Nairobi's informal settlement context
- Experience using MS Windows and MS Office packages (Excel, Word, and Power Point).

Required/Desired Language

Able to clearly communicate in written and spoken English and Kiswahili

Travel Required 60% of the time to Tumikia Mtoto program sites.

Working Relationships:

Reports to: USAID Tumikia Mtoto DREAMS Technical Lead and work closely with other Project Technical Leads

Supervisory: USAID Tumikia Mtoto Project staff (DREAMS Coordinators, M&E, Finance, etc)

External: Representatives of the GOK, other consortium members, LIPs, other stakeholders, and the community.

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

2. Program Coordinators

Nairobi and Kiambu Counties

Commencement of Duty:

July, 2021

Duty Station:

Respective County Program Offices

Duration:

1 year renewable contract

Reports to:

Program Manager

Job Summary:

As a key member of the USAID Tumikia Mtoto program, the Program Officer will:

- Provides technical oversight to DREAMS core package of interventions at the community level to ensure effective and efficient implementation, monitoring and reporting
- Support in Monitoring and reporting on all DREAMS program activities focusing on comprehensive service delivery to targeted AGYW within the program in the field.
 - Support in Provision of service-oriented approach to ensure that the program consistently applies best practices and constantly works towards improving the impact of its benefits to the beneficiaries.
 - Coordinate closely with Ward Co-ordinators in the respective Counties (Nairobi/Kiambu) to contribute to a holistic, integrated, and comprehensive program implementation.

Job Responsibilities:

- Work with project teams and stakeholders to ensure AGYW receive the DREAMS Core package of services as per need
- Enhance integration among local stakeholders to ensure the specific adolescent/DREAMS strategies are implemented and provided across different service delivery points
- Work with Sub County Health Management Teams, health facilities and community partners to ensure coordination with other programs and stakeholders for quality and comprehensive services to AGYW
- Represent the project in meetings at county and sub county level, Adolescent technical working groups (TWGs), and other events as requested, to support forging relations with the MoH, LIPs, other stakeholders, and the community
- Assist in coordination, implementation, and monitoring of all assigned program activities as outlined in the detailed implementation plan in line with Tumikia Mtoto program quality principles and standards, donor requirements, and good implementation practices.
- Assist in Monitoring and reporting any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Supervise Ward Co-ordinators activities and work collaboratively with other service providers, including HTS Counsellors, EBI Facilitators, PrEP providers, Community Change Agents, Teachers and Mentors) for effective monitoring and documentation of the project achievements
- Review Ward Coordinators' monthly work plans against the approved project quarterly work plan and monitor implementation progress against targets
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- Develop a clear supervision plan for Ward Coordinators, and Conduct bi-monthly supportive supervision to ensure that results and deliverables are on target
- Coordinate compilation and submission of monthly, quarterly, annual and adhoc progress reports for review, approval and onward submission to the project
- Ensure timely documentation for assigned activities, assist with identifying information for reports on best practices and actively engage in dissemination and use of relevant knowledge in the field.

- Represent Tumikia Mtoto program in meetings at Sub-County and ward levels, working groups, and other events as requested, to support forging relations with the GOK, LIPs, other stakeholders, and the community.

Networking

- Establish and maintain strong collaborative working relationships with key stakeholders - Sub County GOK departments, including MOH, Education, Department of Children Services (DCS), and Interior Ministry etc.
- Work with other NGOs, FBOs, Units, Committees and Groups implementing DREAMS interventions for synergy and achievement of bigger impact and sustainability
- Represent the project in stakeholder's forum related to DREAMS at the Sub County level

Education and Experience

- Bachelor's degree in Public Health, Social Sciences, Gender, Development Studies or related field.
- At least 5 years progressive experience in PEPFAR integrated HIV/AIDS or prevention programs, and at least 2 years in coordinating DREAMS Program
- Training on Behavioural, Structural and Biomedical intervention
- Demonstrated technical skills in HIV prevention related Youth Livelihoods programming, including employability and entrepreneurship programming with priority populations, including adolescent girls and young women.
- Demonstrated experience in cultivating and sustaining working relationships with various stakeholders
- Ability to transfer knowledge to diverse audiences through on-the-job mentoring, supportive supervision, and other methods
- Familiarity with project implementation within Nairobi/Kiambu informal settlement context
- Strong written and oral communication and interpersonal skills.
- Strong communication, relationship management skills with ability to influence and get buy-in from people not under direct supervision and to work with individuals in diverse geographical and cultural settings
- Presentation, facilitation, training, mentoring, and coaching skills

Required/Desired Language

Able to clearly communicate in written and spoken English and Kiswahili
Based in the field 100% of the time at Tumikia Mtoto program sites.

Key Working Relationships:

Supervisory: Ward Co-ordinators

External: Representatives of the GOK, LIPs, other stakeholders, and the community

3. Monitoring & Evaluation Manager

Commencement of Duty: July 2021
Duty Station: CSA Nairobi Office.
Duration of contract: 1 year renewable
Reports to: Program Manager

The M&E Manager will be responsible for designing and implementing the M&E activities of the DREAMS program; assisting the program Manager in preparing Quarterly/Annual reports on program progress and will monitor the program activities on a regular basis, developing and maintaining the MIS of the program and will be responsible for the collection & analysis of different data in relation to the program activities. The Monitoring and Evaluation Manager works in close collaboration with the TUMIKIA MTOTO program team, relevant County Government officials and LIPs.

Duties and Responsibilities

The Monitoring and Evaluation Manager will have the following duties and responsibilities:

- Develop and strengthen monitoring, evaluation and learning procedures
- Monitor all program activities and progress towards achieving the program output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the program success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the program's results;
- Provide feedback to the program Manager on program strategies and activities;
- Suggest strategies to the program Management for improving the efficiency and effectiveness of the program by identifying challenges in completing program activities and developing plans to minimize or eliminate such challenges;
- Report monthly, quarterly, half-yearly and annual progress on all program activities to the program Manager;
- Conduct capacity assessment on existing monitoring and evaluation system
- Develop indicators and a monitoring strategy for the program;
- Provide inputs, information and statistics for quarterly, annual and other reports to program Management Team;
- Participate in quarterly and annual program reviews and planning workshops and assist the program Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the program;
- Assist in coordinating across the available components of the program to ensure effective implementation of M&E/MIS;
- Organise and conduct training of the program personnel on the M&E tools and in supporting them in effectively using them to collect and record data in the M&E system.
- Assist program Manager in the preparation of reports on the findings and lessons learned from program innovations
- Prepare Issues Log and Risk Log for the program

- Develop and maintain an M&E system for the program and ensure the database is accurately updated.

Competencies

Functional Competencies

- Ability to organise and accurately complete multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.
- Ability to plan, coordinate and organise workload while remaining aware of changing priorities and competing deadlines.
- Ability to establish, build and maintain effective working relationships with staff and clients to facilitate the provision of support.

Knowledge Management and Learning

- In-depth knowledge on MIS, M&E and development issues
- Excellent knowledge of monitoring and the application of methodology:
- Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and program staff.
- Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view

Required Skills and Experience

Education:

University Degree preferably in Statistics, Economics or related field.

Additional Training in Monitoring and Evaluation using databases SPSS, STATA and EXCEL

Experience:

- Demonstrated experience of working experience in the design and implementation of M&E/MIS in development programs for at least 5 years preferably USAID funded programs.

- Experience working in USAID funded programs, including tracking and logging information in databases.
- Proven ability to manage program data and databases including cleaning, analysing and reporting data.
- Familiarity with data management, entry and preliminary data analysis
- Experience of using DREAMS data base, MS Excel for managing information and computing.
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

Language Requirements:

Fluency in written and spoken English and Kiswahili.

4. Monitoring and Evaluation Officer (3 positions Nairobi/Kiambu)

Commencement of Duty: July 2021
Duty Station: CSA Nairobi Office.
Duration of contract: 1 year renewable
Reports to: Monitoring and Evaluation Manager

Main Duties:

The post holders will provide data collection, tracking, cleaning and analysis support to the TUMIKIA MTOTO team in Nairobi and Kiambu.

Reporting to the Monitoring and Evaluation Manager, the Monitoring and Evaluation Officer will be responsible for the day-to-day monitoring and evaluation of the DREAMS initiative program in collaboration with M&E Assistants and ward co-ordinators in both Nairobi and Kiambu Counties Respectively. The M&E Officer will work closely with other DREAMS TUMIKIA MTOTO teams and in liaison with Government line Ministry of Health, Ministry of Education, Ministry of Devolution and Planning, and the Ministry of Interior and coordination of national government. The officer will ensure timely collection, compilation and update of information and data from the field into DREAMS database as per the program SoP.

Key Responsibilities:

- Support administration of DREAMS data management and Quality.
- Communicating with partners (from multiple sites) on data management to support smooth data collection and transfer of information.
- Keeping a log - activities undertaken within the wards
- Supporting the coordination of data collection (tracking), including scheduling and undertaking field visits for verifications

- Performing quality checks on data, including data cleaning and verification of data.
- Train M&E Assistants and Ward Co-ordinators on the data collection tools and data recording in the M&E system.
- Support managing program databases for programmes
- Processing data and providing information for reporting
- Work towards achieving programme objectives
- Ensure familiarity with and adhere to all USAID TUMUKIA MTOTO policies and procedures and keep the staffs informed on the progress of activities.

Education & Training

Degree in Statistics, or equivalent in relevant discipline.

Additional Training in Monitoring and Evaluation using databases SPSS, STATA and EXCEL.

Experience and Knowledge

- Demonstrated experience of working on program data for at least 5 years preferably USAID funded programs.
- Experience working in USAID funded programs, including tracking and logging information in databases.
- Proven ability to manage program data and databases including cleaning, analysing and reporting data.
- Familiarity with data management, entry and preliminary data analysis
- Experience of using DREAMS data base, MS Excel for managing information and computing.

5. M & E Assistants (19 positions Nairobi/Kiambu)

Date of Commencement of Duty: July, 2021

Duty Station: Nairobi and Kiambu Counties

Duration: 1 year, renewable contract

Job Purpose:

Reporting to the Monitoring and Evaluation officer and program Officer, the Monitoring and Evaluation assistant will be responsible for the day-to-day monitoring and evaluation of the DREAMS initiative program wards in both Nairobi and Kiambu Counties Respectively. The M&E assistant will work closely with other DREAMS TUMIKIA MTOTO teams and in liaison with Government line Ministry of Health, Ministry of Education, Ministry of Devolution and Planning, and the Ministry of Interior and coordination of national government. The officer will ensure timely collection, compilation and update of information and data from the field into DREAMS database as per the program SoP.

Key and Specific tasks will include the following:

- Work closely with World Vision/TUMIKIA MTOTO, Ward Administrators, Local Advisory Committees and CBOs to monitor and document seamless and effective implementation of DREAMS in the wards; leading to its success.
- Work with TUMIKIA MTOTO, partner CBOs, Ward Administrators and the Local Advisory Councils (LACs) to monitor, evaluate and document vulnerable adolescent girls and young women (AGYW) using the vulnerability criteria developed by the program.
- Map out intervention implementation areas based on geographical vulnerability scale developed by World Vision/TUMIKIA MTOTO;
- Manage information and assist to identify together with ward level stakeholders, and manage a central, girls-only Safe Space in each of the administrative wards of intervention; be the resident coordinator of the Safe Space, ensuring that it is equipped and stocked with DREAMS commodities, will ensure that it is safe and that it is branded accordingly;
- Monitor, evaluate and document implementation of the DREAMS package of evidence-informed interventions including, Risk Assessment and Risk Reduction Planning tool, Healthy Choices 1 & 2, SHUGA 1 and 2, SASA, Family Matters Programming, and promotive interventions like *Condolympics* and IEC materials distribution to reach the target AGYW.
- Manage information on sensitized health care workers on adolescent friendly services; and school-based HIV and pregnancy prevention sessions.
- Monitor, evaluate and manage information in liaison with World Vision to ensure vulnerable girls receive the full package of behavioral and economic empowerment interventions;
- Keep records on procured ward-level merchandise as appropriate on the advice of World Vision;
- Provide timely, detailed, complete and informative monthly and quarterly data reports based on the reporting timelines, templates and formats agreed upon with World Vision.
- Secure, store and protect from misuse all DREAMS-procured program assets. This includes maintaining an up-to-date inventory register detailing TUMIKIA MTOTO-tagged assets;
- The DREAMS M&E assistant will play the role of monitoring the local DREAMS representative in so far as the implementation of EBIs will be involved;
- H/she will ensure adherence to the ethics, rules and regulations set to regulate the behavior of everyone working with AGYW at the safe space.
- H/she will monitor and manage information on the work of mentors and facilitators in the wards, keeping records of their activities and work-plans as appropriate.
- H/she will ensure documentation of the AGYW stories/articles to the DREAMS newsletter, utilize Crucial Issues Comics; access the social media pages etc.

- Do data summaries as required and forward to the program Officers and the M&E Officer to aid in program implementation and decision making.
- Conduct periodic analysis of the beneficiaries' data and share with the team for use in planning.
- Mentor other program staff in program modules data capture, summary and reporting.
- Additionally, like other DREAMS program staff, will be required to sign a Working with Children Ethics, which will be retained at your local DREAMS offices in a manner that will be easy to access by donors.

Desired Qualifications, Skills and Abilities

- Diploma in Statistics/ Health Records/ Information Technology/Monitoring and Evaluation from a recognized institution, an under graduate degree will be an added advantage
- Good data management and Entry skills.
- Database design, maintenance and analysis with at least SPSS, STATA, EXCEL applications.
- A good command of English and Kiswahili
- Strong documentation/report writing and communications skills.
- Training and program management skills
- Strong understanding of HIV/AIDS programs, experience working in care and treatment, and HTC programs will be an added advantage.
- Good interpersonal skills
- Ability to communicate efficiently with young people using all relevant approaches including social networking.

6. Program Finance Manager – DREAMS

Date of Commencement of Duty: July, 2021

Duty Station: Nairobi CSA Office

Duration: 1 year, renewable contract

Reporting to the Program Manager with oversight loop to CSA Finance Manager, the Program Finance Manager serves as the DREAMS TUMIKIA MTOTO financial liaison to both CSA, the Prime and the program team, and as an external liaison with donors. To ensure congruity and consistency of financial policies and procedures, the Program

Finance Manager will be a member of both the DREAMS TUMIKIA MTOTO Program team and the CSA Finance department.

Scope of the Position

The Program Finance Manager is responsible for the financial management of a portfolio of the DREAMS TUMIKIA MTOTO program. Working closely with the program teams, the position's main responsibilities include: reviewing and preparing annual workplan budgets, Program budgets, disbursement requests and other financial reports to donors; thorough tracking and analysis of program expenditures; management of cash flow; ensuring compliance with CSA and USAID rules and regulations, alerting the program team of any project financial risk; and providing staff training in close coordination with Compliance Advisor.

Specific Responsibilities

- Maintain primary relationship with donors and serve as the liaison to program teams as it relates to the financial management of the assigned portfolio.
- Provide technical assistance to program staff to support the preparation of proposal budgets, annual project and budget modifications (if needed).
- Prepare budget narratives for proposal budgets and ensure all budgets accurately cover the personnel and operating costs reflected in the program narrative.
- For current portfolio program, prepare project budgets and budget modifications as needed.
- Prepare cash disbursement requests, financial reports, accruals, and other financial deliverables.
- Carefully track and report program expenses, burn rates, and cash received from the donor on a monthly basis. Alert finance and program teams when there is any financial risks for projects
- Ensure budgets and other financial information is correctly represented in financial and project management systems. Maintain the hard and electronic file for the reports.
- Responsible for effective program audit conducted by internal audit or external auditors including statutory audits.
- Assist CSA in responding to audit requests from donors, developing financial management tools, and managing close-out processes for the program.
- Perform project variance analysis and provide updated projections to support internal management and/or donor requirements.
- Maintain strong financial controls to guarantee compliance with CSA and donor regulations.
- Conduct regular field visits to program implementation sites in Nairobi and Kiambu Counties in order to assess financial management of the program and to train field program Accountants.
- In conjunction with program team, CSA management, review all grant agreements, contracts, and modifications for the program, review procurement requests and procurement plan and ensure that key processes are followed so that financial risk assessment receives consistent attention and direct support.

- Ensure compliance with donor rules and regulations
- Ensure DA1 for invoices with amount of \$500 and more are done and submitted to the Prime in time.

Qualifications

- Master's Degree in finance, accounting or related field. CPA qualification or its equivalent with active membership in an accounting professional body with at least 7 years related prior work experience including at least five years managing U.S government funded programs.
- Knowledge of US Government/Federal rules and regulations is required.
- Interest in public health programs as well as an understanding of the synergy between the programmatic, operational, and financial components of public health initiatives.
- Ability to perform duties that require a close attention to detail.
- Ability to communicate effectively across cultures including:
 - Asking for information in a way that is very clear and specific;
 - Conducting and facilitating trainings skills for teams both programmatic and financial; and interacting respectfully with internal and external stakeholders.
- Oral and written proficiency in English.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure as a part of a program delivery team.
- Highly computer literate including knowledge of Microsoft software products, and strong Excel skills, including accounting systems.

7. Program Accountants (2 Nairobi and Kiambu Respectively)

Date of Commencement of Duty: **July 2021**

Duty Station: **Nairobi and Kiambu**

Duration: **1 year, renewable contract**

Roles and responsibilities

The holder of this position will:

- Support the Finance department in effectively managing the program budget.
- Support the Finance department in accurately phasing the annual budget on quarterly and monthly basis based on the program work plan.
- Monitoring budget to actual expenditures, producing regular and special budget reports, performing various budget analyses, calculating budget adjustments caused by revised programming and advising team program manager and management appropriately.
- Coordinating the preparation and monitoring of budgets for the program as per both internal and external formats, on monthly, quarterly and annual basis.

- Ensure accurate and timely input of financial data to ensure sound financial reporting and management. Reviewing and posting all field staff liquidations in the system.
- Ensure all payment vouchers are well supported, approved invoices, LPOs, requisitions, quotations, and other supporting documents.
- Prompt response to and processing of financial queries from staff, suppliers and partners.
- In close coordination with Field program staff maintains a system to monitor and forecast cash requirements to meet administrative and program expenditures.
- Establishes monthly cash requirements for the field staff and make a timely replenishment.
- Ensuring that the financial policies and procedures are complied with
- Maintain an organized and effective financial filing system for all Finance documents including vouchers.
- Manage the donor reporting timetable for the program/program and ensure reports are produced in a timely manner
- Support and advise other program staff in submitting their reports and accountabilities
- Checking of accountabilities submitted by staff against budget and query of any variances.
- Understand the donor rules and regulations and ensure all staff and volunteers are following and complying with donor and CSA rules for the grant.
- Support the finance manager to produce high quality monthly management reports, advising on any variances.

Key Qualifications & Experience

- Degree in Accounting, Finance or CPA III.
- 5 years' experience in a similar role – USAID funded program A MUST.
- Excellent communication and interpersonal skills
- Experience of rules and regulations for non-profit organisations; knowledge of USAID financial reporting and USAID procurement procedures
- Adjusts to competing priorities in a fast-paced environment
- Strong organizational skills and time management skills
- Financial and Information Technology Systems - Advanced knowledge of Microsoft Office, Excel particularly. Use of accounting software, Quick books added advantage.
- Ability to work independently as well as in a team environment.

8. Procurement Officer (1 Nairobi)

Date of Commencement of Duty:

July 2021

Duty Station:

CSA Nairobi Office.

Duration:

1 year, renewable contract

Duties and Responsibilities:

Procurement Management tasks

- Source, select and negotiate for the best package in terms of quality, price, terms, deliveries and after sales services with vendors in line with the laid down policies and procedures-including but not limited to procuring travels, workshop venues, equipment, stationery and one-off goods and or services.
- Prepare procurement plan and ensure delivery of goods and services as per the set out timelines.
- Ensure compliance with both organization and donor procurement policies and procedures.
- Conduct all project related procurements under the Purchase Workflow system through accounting system.
- Liaise with the administrative and logistics manager in obtaining specification of goods and services to be procured.
- Ensuring continuous supply and timely delivery of goods and services as and when required for day to day operations of the DREAMS TUMIKIA MTOTO program
- Assist in the vendor prequalification by participating in receiving and opening of tender documents.
- Work with relevant program team members in handling all vendor related complaints with regards to goods and services.
- Ensure all working documents regarding purchases are accurately completed and duly signed, recorded, filed and easily retrievable
- Update and maintain all procurement and logistics filing systems
- As the technical expert in procurement will be the secretary to the procurement committee

Key Performance Indicators

To facilitate the tracking of the job holder's performance during the year, the following performance indicators have been identified and agreed upon:

- All procurements conducted in line with laid down policies and procedures. -
- All procurements raised through Purchase Workflow with a resultant LPO to the vendor before obtaining goods/services
- All procurement requests to contain specifications of goods and/or services required to meet the needs of the requisition department/unit/program
- Goods and services required for day to day operations available at the time required
- Participation in and execution of tasks assigned during the vendor prequalification exercise
- All vendor related complaints, queries and/or grievances responded to within 2 working days and resolved amicably; with a report prepared and filed
- All payments duly supported with complete documentation from the procurement process
- Meticulously maintained procurement and logistics files and documents
- Up-to-date and duly completed minutes for all procurement team meetings

Qualifications, Experience and Skills

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

Academic qualifications

At least a Bachelor's degree in Business Administration/Management, Commerce or a related field.

Professional Qualifications

Diploma in Purchasing and Supply Chain Management/Logistics.
Membership in KISM or MCIPS will be an added advantage.

Experience in years and indicate level of experience

At least 5 years' post qualification experience in the Procurement management with sound understanding of USAID Procurement rules and regulations.

Essential competencies

- Must be a person with unquestionable integrity
- Must demonstrate ability to achieve value for money in procurement processes
- Must be a team player
- Must be result-oriented
- Ability to work under strict deadlines
- Ability to classify and manage priorities
- Ability to work with minimum supervision
- Excellent organization and coordination skills
- Good interpersonal and communication skills
- Highly proficient in MS Word, Excel, Access, Power-point and the use of Internet for research

9. Ward Coordinators (15 positions Nairobi/Kiambu)

Duty Station: Nairobi and Kiambu counties-
Duration: 1 year, renewable contract
Job Purpose:

Reporting to the program Officer based in Nairobi and Kiambu, the Ward Coordinators will be responsible for the day-to-day implementation of the DREAMS Tumikia Mtoto initiative in the program wards in either Nairobi or Kiambu County. The Ward Coordinator will work closely with other DREAMS teams and in liaison with Government line Ministry of Health, Ministry of Education, Ministry of Devolution and Planning, and the Ministry of Interior and coordination of national government.

The officer will establish sustainable partnerships and community linkages to enhance positive behavior change and increased access to healthcare services.

Key and Specific tasks will include the following:

- Work closely with World Vision/Tumikia Mtoto, Ward Administrators, Local Advisory Committees and CBOs to ensure seamless and effective implementation of DREAMS in the wards; leading to its success.
- Work with World Vision, partner CBOs, Ward Administrators and the Local Advisory Councils (LACs) to identify and mobilize vulnerable adolescent girls and young women (AGYW) using the vulnerability criteria developed by Tumikia Mtoto program;
- Map out intervention implementation areas based on geographical vulnerability scale developed by World Vision/Tumikia Mtoto program;
- Identify together with ward level stakeholders, and manage a central, girls-only Safe Space in each of the administrative wards of intervention; be the resident coordinator of the Safe Space, ensuring that it is equipped and stocked with DREAMS commodities, ensure that it is safe and that it is branded accordingly;
- Sensitize, mobilize and Facilitate Implementation of the DREAMS package of evidence Based- interventions including, Risk Assessment and Risk Reduction Planning tool, Healthy Choices For A better Future, My Health My Choice, SHUGA 1 & 2, SASA, Family Matters Programming, and promotive interventions like *Condolympics* and IEC materials distribution to reach the target AGYW.
- Conduct violence reduction sessions in schools targeting AGYW; and train paralegals to raise awareness on legal issues in the community and safe spaces;
- Sensitize health care workers on adolescent friendly services; and facilitate school-based HIV and pregnancy prevention sessions.
- Liaise with World Vision/Tumikia Mtoto program to ensure vulnerable girls receive the full package of behavioral and economic empowerment interventions;
- Procure ward-level merchandise as appropriate on the advice of World Vision/Tumikia Mtoto program;
- Support in the timely and accurate data entry process for the ward level activities.
- Provide timely, detailed, complete and informative monthly and quarterly financial and narrative/data reports based on the reporting timelines, templates and formats agreed upon with World Vision/Tumikia Mtoto program; and Document implementation processes, best practices and success stories that have led to desired behavioral and health outcomes;
- Secure, store and protect from misuse all DREAMS-procured program assets. This includes maintaining an up-to-date inventory register detailing World Vision/Tumikia Mtoto program tagged assets;
- The DREAMS Ward Coordinator will play the role of the local DREAMS representative in so far as the implementation of EBIs will be involved;
- H/she will ensure adherence to the ethics, rules and regulations set to regulate the behavior of everyone working with AGYW at the safe space.

- H/she will coordinate the work of mentors, Data Clerks and facilitators in the wards, keeping records of their activities and work-plans;
- H/she will ensure that the AGYW participate in contributing stories/articles to the DREAMS newsletter, utilize Crucial Issues Comics; access the social media pages etc.
- H/she will be our eyes and ears on the trends and developments in the ward concerning TUMIKIA MTOTO program.
- Additionally, like other DREAMS program staff, will be required to sign a Working with Children Ethics, which will be retained at your local DREAMS offices in a manner that will be easy to access by donors.

Desired Qualifications, Skills and Abilities

- Diploma in social or health sciences from a recognized Institution. An undergraduate degree will be an added advantage.
- A good command of English and Kiswahili
- Strong documentation/report writing and communications skills.
- Good community engagement skills and ability to organize/conduct Community/county meetings with gatekeepers on health and livelihood related issues
- Training and program management skills
- Advocacy skills/experience in USAID –funded program
- Good interpersonal skills
- Ability to communicate efficiently with young people using all relevant approaches including social networking
- Computer skills (familiarity with Microsoft Word, Excel and Power Point)

How to Apply;

Written applications including Cover Letter and Curriculum Vitae indicating position and the county/ward applied for with day-time contact phone number(s) of three references

The application should reach the **Administrative Manager** by not later than **June 14th, 2021** on E-mail: csa@csakenya.org

The Administrative Manager

Center for the Study of Adolescence

Mbaazi Avenue, Off Kingara Road, Lavington

P.O. Box 19329-00202, Nairobi; E-mail: csa@csakenya.org