

<b>Job Description:</b> Project Officer	<b>Responsible to:</b> Project Coordinator-EFL
<b>Responsible for:</b> NONE	<b>Location, Group &amp; Function:</b> Migori, Programme Delivery
<b>Job Purpose:</b> The purpose of the post is to provide leadership and management in the implementation of Education for Life project (EFL) under Leave No Girl Behind( LNGB) in Migori and contribute in realization of IE programme's team objectives; <i>Providing staff and volunteers' duty of care, strengthening partnerships and programme networks, effective delivery of IE signature programme strategy and improved documentation of proven practices and knowledge sharing.</i>	

<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Lead all project activities within the county, leading in implementation of all project interventions in the county, providing continuous monitoring of planned activities, leading in evaluation activities in the county, Compiling project reporting, and dissemination of reports as appropriate.</li> <li>▪ Lead in documentation and dissemination of change stories and knowledge products from the project implementation and learning in the county</li> <li>▪ Lead in identifying, assessing and building capacity of strategic and implementing partners in the target county and provide strategic linkages that will ensure sustainability of project's interventions.</li> <li>▪ Engage in lobbying and advocacy with relevant Civil Society Organisations at micro, meso and macro level in influencing development and implementation of government policies necessary in enhancing access to quality and inclusive basic education for all girls</li> <li>▪ Lead in the administrative work of the project by organizing for logistical support to all project activities: planning, training and review workshops, conferences in the county; and ensure invitations, follow-up, liaisons with relevant partners, volunteers, VSO Kenya staff and resource personnel are done.</li> <li>▪ Support regular updates to partners and volunteers' enquiries relating to the administrative matters of the Project.</li> <li>▪ Ensure proper budgeting, timely budget tracking and check compliance to financial management policies and donor requirements through out project period</li> <li>▪ Work cooperatively as a member of the Inclusive Education programme and support in signature programme design, implementation, monitoring and evaluation</li> <li>▪ Provide duty of care for all staff and volunteers in the project in collaboration with IE programme manager</li> <li>▪ Establish and strengthen partnerships relevant to realization of project/programme objectives</li> </ul> <p>Any other duties as may be required from time to time by the Programme Manager</p>	<p><b>Skills, Knowledge and Experience</b></p> <p><b>Essential criteria (must have to be able to carry out the role successfully)</b></p> <p><b>Knowledge/qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Education/project management/community development/social work/development studies degree.</li> <li>• Knowledge on disability rights and inclusion practices</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Evidence of past experience in project management, education, gender, inclusion, child protection and community work</li> <li>• Experience in Girls Education programming is an added advantage</li> <li>• Experience in developing and implementing advocacy and campaign strategies</li> <li>• Evidence of having worked in a similar or related position</li> </ul> <p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• Ability to work effectively as a team member and with minimal supervision</li> <li>• Excellent written and oral communication</li> <li>• Evidence of effective problem solving and organisational skills</li> <li>• Evidence of professionalism and high integrity</li> <li>• Evidence of openness to learning to improve own performance</li> </ul>
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**VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy**