

TERMS OF REFERENCE FOR THE PROGRAMS OFFICER POSITION

Job Title: Programs Officer

Location: Nakuru, Kenya

Organization: Tirap Youth Trust

Overview

The Programs Officer will be responsible for supporting the development, implementation, and monitoring of projects and programs for the organisation. The Programs Officer will be working closely with the Programs Team to ensure program effectiveness, quality, and sustainability.

Key Responsibilities

1. Project Design and Development

- Support the development of project proposals in line with the organization's strategic objectives and donor requirements.
- Conduct research and assessments to identify program opportunities and priorities.
- Support the Programs Manager in designing and developing programs that are evidence-based, participatory, and responsive to the needs of the target beneficiaries.

2. Project Implementation and Monitoring

- Work with project partners and stakeholders to ensure timely and quality project implementation.
- Develop and implement monitoring and evaluation plans for programs and projects.
- Conduct regular monitoring visits to program sites to assess progress and identify challenges.
- Analyze program data and prepare regular reports for management and donors.

3. Capacity Building and Training

- Provide training and technical support to project staff and partners in program management, monitoring and evaluation, and reporting.
- Develop training materials and conduct training sessions for staff and partners.

4. Networking and Partnership Building

- Establish and maintain relationships with stakeholders, including government agencies, NGOs, and community-based organizations.
- Represent the organization at meetings, workshops, and other events related to program implementation.

Qualifications:

- Diploma or Bachelor's degree in a relevant field such as international development, social sciences, or related field.
- Demonstrable experience in program development, implementation, and monitoring in an NGO setting.
- Strong knowledge and experience in project management, monitoring and evaluation, and capacity building.
- Strong analytical and report writing skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

- Strong computer skills, including proficiency in Microsoft Office and data management software.
- Fluency in English and Kiswahili. Fluency in your local language is an advantage.

Application Procedure

Please submit an application letter and CV in one document to info@tirapyouth.org with “**Application for the Programs Officer Position**” in the subject line. Applications will be reviewed on a rolling basis until 31st March 2023. Only shortlisted candidates will be contacted for an interview.

“Indigenous Peoples, Youth and People with Disabilities are encouraged to apply”