

18 April 2017

## JOB ADVERTISEMENT

**Role Title:** Programmes Officer  
**Organisation:** Jesuits Eastern Africa Province

### Background

Jesuits are men who belong to a Roman Catholic religious order called the Society of Jesus, established in 1540 by St. Ignatius of Loyola in Spain, and it is currently the largest Catholic religious order in the world.

The Jesuits Eastern Africa Development Office is tasked with the responsibility of mobilizing sufficient resources to support:

- i. the training and care of Jesuits in the Eastern Africa Province, and
- ii. the works of Jesuits in the Eastern Africa Province.

The development office is guided by the Jesuits *East Africa Province Apostolic Plan 2017 – 2021* and the *Jesuit Development Office Strategic Plan 2018 - 2022*

The Development Office has the task of:

- i. Improving internal operational standards through the creation and implementation of correct policies and protocols.
- ii. Facilitating the improvement of project planning, implementation and sustainability of the works of the Jesuits Eastern Africa Province.

**Location:** Nairobi, Kenya (with travel across Eastern Africa Region)  
**Job Duration:** 2 years (renewable)  
**Reports to:** Director of Development  
**Start date:** June 2018

### Duties

The Programmes Officer is responsible for the running, monitoring and development of projects in the Eastern Africa Province. He or she supports projects throughout the project management cycle: from identification to proposal writing, monitoring, completion and reporting. Duties include:

1. Monitor and evaluate new and existing projects within the Eastern Africa Province to ensure correct project implementation. This will involve visits where necessary to field sites.
2. Assist Project Directors in the field to identify needs within their apostolic works.
3. Assist Project Directors in the planning and formulation of project proposals and applications for funding from partners.
4. Ensure that the proposals and budgets are submitted on time as per partner requirements.
5. Assist Project Directors in the subsequent reporting procedure after funds have been granted by partners.

6. Ensure all projects where necessary are supported by contracts between the Jesuits of Eastern Africa and any other party engaging in their works.
7. Work closely with the Treasurer's Office in managing the distribution of funds granted by partners in a transparent and accountable manner.
8. Organise and facilitate workshops for Jesuits and lay collaborators in an effort to build their capacity in project cycle management.
9. Under the guidance of the Director of Development, assist the Provincial in developing and securing productive working relationships with partners, both local and international.
10. Represent the Jesuits both locally and internationally in an effort to increase awareness of the Jesuits in Eastern Africa and to open opportunities for funding from existing and new partners. In this regard the Programmes Officer may be required to visit partners to establish close personal ties with them.
11. Oversee budget preparation for projects ensuring compliance to partner requirements where applicable.
12. Monitor the distribution of partner funds to Project Directors of the countries of the Eastern Africa Province.
13. Ensure that projects are implemented within their budgets.
14. Ensure that project financial reports are prepared and reported timely.

#### **Requirements for Appointment:**

For appointment to this role, a candidate must have:

- A right to live and work in Kenya
- At least an undergraduate degree in a relevant field (Social sciences, development studies, economics, etc).
- At least 3 years extensive experience of Project Management (Project Planning, Monitoring & Evaluation, grant application writing, and results based reporting).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient IT skills including Microsoft Excel and Word.
- Basic knowledge on child safeguarding practices
- Good organisational and problem-solving skills.

#### **How to apply:**

Applications including detailed Curriculum Vitae (CV), copies of relevant Professional and Academic Certificates, National Identity Card or Pass Port, and any other supporting documents should be **emailed** to the undersigned on or before **Friday 4<sup>th</sup> May, 2018 at 5.00 pm**

**The Human Resource Manager  
Jesuits Eastern Africa  
Po Box 21399 - 00505  
Nairobi - Kenya  
Email: [vacancy.aor@gmail.com](mailto:vacancy.aor@gmail.com)**

NB: Only shortlisted candidates will be invited for interview.