



WOMEN EDUCATIONAL RESEARCHERS OF KENYA
Linking Research to Advocacy and Action

VACANCY

Job Title: Programs Manager, Gender and Inclusion
Department: Programs
Reports: Executive Officer
Supervises: Program Staff
Location: Nairobi, with field travel
Start Date: July

Organization Background

Women Educational Researchers of Kenya (WERK) is a not-for-profit professional membership association founded in 1994 as an ad hoc group of women researchers in education and the social sciences. WERK strives to contribute towards the entrenchment of the principles of equity, justice & peace in Kenya for the betterment of the lives of girls and women, boys and men in Kenya by linking research to advocacy and action. Our activities are two prong: through our membership, we have established a track record in conducting rigorous, large scale, innovative & cutting edge research & applying it to advocacy & policy reform; and through our Secretariat, we are engaged in the implementation of evidence-based multi-year education action research projects which address access to education, equity in education, transition and completion strategies, learning outcomes, life skills and mentorship.

Overall Responsibility:

The Program Manager, Gender and Inclusion will be in charge of the Refugee and Displaced Persons (RDP) Project. He or she will provide technical support and leadership of the project to ensure project activities are implemented within the stipulated timelines. He/She will also be in charge of Gender and Inclusion. He/she will play a critical role by ensuring effective and efficient execution of WERKs gender-based programmes. This will involve day to day management and capacity-building of Implementing Partners. The Program Manager, Gender and Inclusion will also support Gender Equity and Social Inclusion (GESI) analysis, legal analysis, advocacy, and strategy development within WERK and its partner.

Key Responsibilities:

- Ensure effective implementation of the Program.
- In charge of the reporting of the Program.
- In charge of budget for the Program.
- Support the management of the Implementing Partners, including capacity assessment, trainings and follow-up activities.
- Support the mainstreaming of GESI approaches in all WERK programmes.
- Participate in the development and implementation of the programmes teamwork plan.
- Support the day-to-day implementation and management of programmes, policies, and processes.

Specific Responsibilities:

1. Working towards the realization of the Organization strategic plan.
2. Initiating, coordinating and managing all aspects and activities of the program.
3. Providing overall leadership, lead the conceptual and process development for the program and coordination of all the programs team and Implementing Partners.
4. Develop program documents for formal engagement of all program partners.
5. Manage the implementation process, including coordination of partners to deliver the set program outputs.
6. Responsible for development and implementation of program activities including planning, coordinating, executing, monitoring and reporting on all activities to ensure that set goals and targets are achieved together with other Project officers.
7. Day to day coordination and management of the Refugee and Displaced Person (RDP), and other gender-based project activities in liaison with the Implementing Partners, principal and funding partners and the project implementation team.
8. Together with M&E officer, develop a comprehensive monitoring plan for the project by assisting with Data collection, ensuring data quality and integrity, analyzing indicator data, organizing monthly formative feedback sessions for project staff and monitoring compliance with Donor specified targets.
9. Support the management of the data information systems to ensure the programs, communication and other staff members have the required data, information, and photographs, including the development of gender programme propositions.
10. In-charge of GESI Mainstreaming
11. Review and approval of Implementing Partners reports and costed work plans for grants disbursements.
12. Lead the due diligence processes for the Implementing Partners.
13. Lead the development of Implementing Partners capacity Strengthening Plans and Budgets.
14. Lead the development and implementation of Institutional strengthening frameworks of the Implementing Partners.
15. Conduct capacity building trainings for the Implementing Partners.
16. Manage the staff members working in the program, including capacity building and development.
17. Manage program finances.
18. Preparing budgets for the program.
19. Developing yearly and quarterly work plans for activities implementation.
20. Prepare monthly, quarterly, bi-annually and annual program and financial reports to WERK Management, Board and the Donor as per the set guidelines.
21. Seek opportunities in local, national and global meetings to share information about WERK and the program.
22. Manage public relations and communications on behalf of the program.
23. Fundraising-develop concept papers and quality project proposals for donor funding in line with the WERK strategic plan in collaboration with the Executive officer to create more resources for program expansion.
24. Represent the organization in various relevant forums/meetings.
25. Involved in recruitment and selection of Program staff and relevant interns.

General Responsibilities:

1. Undertake the activities above in line with the associated budgets and with work plans, in ways that are consistent with WERK policies;
2. Comply with and foster adherence to the established WERK policies, regulations, guidelines and procedures;
3. Participate in meetings and sessions as needed;
4. Undertake any other lawful tasks as may be assigned by the Executive Officer;

Education and Experience

1. A minimum of a Masters' degree preferably in Gender Studies, Sociology, Human Rights, Law, Development Studies, or any other related field.
2. Additional qualifications in Project Management will be an added advantage.
3. Minimum of five (5) years' experience in project management.
4. Experience in Education in Emergencies will be an added advantage.
5. Experience in working with refugee communities in Kenya and East Africa will be an added advantage.
6. Proven experience in managing donor funded programs is a plus;
7. Experience in Gender analysis and mainstreaming is a plus;
8. Ability to write, communicate and prepare contractual documents and reports clearly in English.
9. Demonstrated exemplary management, supervision, communication and interpersonal skill to ensure internal coherence among diverse team members and productive relations with the donors and other stakeholders.

Professional skills required;

1. Program management skills
2. Administrative/Managerial/Organizational skills
3. Psychosocial skills
4. Mentoring and coaching skills
5. Report Writing Skills
6. Training and training support skills
7. Presentation skills

Key Competencies

- Attention to detail and accuracy
- Highly organized in work
- Ability to act and operate independently with minimal supervision
- Excellent administrative and management skills
- Ability to maintain confidentiality
- Excellent communication and interpersonal skills

Applications should include:

- An application letter explaining why you are a good fit for this job, what makes you a strong candidate, and why you want to work for WERK.
- A resume summarizing qualifications and experience.
- Copies of academic certificates

- 3 work referees with contact information. One referee must be the current supervisor.
- Please indicate your expected remuneration in your application.

N/B: All documents should be sent as ONE PDF document.

How to apply

Interested and qualified candidates should submit their applications by email to jobs@werk.co.ke or hand delivered to our office located on 1171 Argwings Road, House No 4 by COB **18th June, 2024**. **Clearly indicate the position title in the subject line of your email message. Applications will be reviewed on a rolling basis.**

Only short-listed candidates will be contacted for interviews. No phone calls please. Late applications received after the deadline will not be considered.

WERK is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization or other non-merit factors.