



Available Vacancies at CESCRAW-PROGRAMME

CESCRAW-programme is an acronym for Community Environmental Social Welfare Rehabilitation Programme. CESCRAW programme is an independent Non-Governmental organization registered in Kenya and is currently based in Nakuru and other 4 counties in Kenya. The organization is working hard to ensure that OVC gets access to care, support, water sanitation and hygiene, education, treatment services amongst other services within their families to ensure these children are well nurtured and well taken off to shape up their own future for better community development and sustainability. CESCRAW works closely with key stakeholders to minimize gender based violence among families, advocates for children rights, ensures both OVC and youth get education, health and justice within the community. CESCRAW programme with its anticipated funding from USAID-KENYA under: Kenya Health Partnership for Quality Services (KHPQS) - OVC Program is currently seeking qualified staff to fill in the following vacant positions for its project implementation on contract terms lasting 5 years.

CES/USAID/2020/1: Chief of Party –National Office, Nakuru

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	10 YEARS
Location	Nakuru
Job Field	<u>Project Management</u>

Job Summary

The COP will play key leadership role by coordinating activities among the USAID and key stakeholders and other implementing partners

He/ she will be responsible for the overall management and operations of the program and will be the key liaison with the USAID.

He/she will supervise program implementation and ensure the program meets its goals, objectives and the reporting requirements

The COP should be a flexible person as she/she will be interacting with numerous Gok institutions, county level governments and senior national level departments.

Required minimum qualifications /Abilities

Ten years of experience in a senior position playing a senior role for complex service delivery program of similar scope and dollar value

A Master's degree in social sciences, public health, medicine management, business administration or any other related field

Must have demonstrated partnership building with donors, government representatives, private sectors and local community organizations amongst other stakeholders.



Available Vacancies at CESAWR-PROGRAMME

CES/USAID/2020/2: Deputy Chief of Party (DCOP) AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	7 Years
Location	Nakuru
Job Field	Project Management

Job summary

This will assume the duties of the cop in absence of the COP

He/she will report directly to the COP and will take a leadership role in ensuring technical implementation

Key responsibilities:

Deputy liaison officer with USAID, GOKA institutions and senior national and county government officials

He /she will assist the COP in supervising project implementation and ensuring that projects meets stated goals and reporting requirement

Take leadership role in project coordination and among USAID and key stakeholders and other partners

Required qualification/abilities

7 years' experience in senior role leading a complex technical service deliver program of similar scope and dollar value

Master's degree in social sciences, public health, medicine, management, business administration or related fields

Seven years demonstrated experiences in partnership building, especially with governmental representative, donors, the private sector and civil society organizations

Experience in holding positions in HIV/AIDs programming in Kenya is an added advantage.

Must be a Kenyan citizen



Available Vacancies at CESAWR-PROGRAMME

CES/USAID/2020/3: GRANTS AND COMPLIANCE MANAGER AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	7 years
Location	Nakuru
Job Field	Product and Project Management

Job Summary

The Grants and Compliance Manager (GCM) in the organization will provide overall management of the sub-grants.

Key Responsibilities

- Provide training program and finance management to sub-grantees
- Providing support to the support sub-partners
- Reviewing the sub –grant agreements
- Supporting sub-partners on sub-grant management.

Requirements/Qualifications

- Master's degree in accounting, management, business, auditing, economics or any other related field
- Minimum 7 years of experience in compliance grant management or similar position
- Highly experienced in working with proposals and contracts from institutional donors
- Experience in complex planning and budgeting processes.
- Ability to provide clear guidance on donor policies and procedure



Available Vacancies at CESAWR-PROGRAMME

CES/USAID/2020/4: PROGRAM MANAGER AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	Graduate
Experience	7 years
Location	Nakuru
Job Field	Project Management

Job Summary

Reporting to the Chief Executive Officer

Key responsibilities

Managing and leading the project team

Managing coordination of partners and working groups engaged in the project

Developing and maintaining project plans, controls and expected deliverables

Monitoring project progress and performance, providing status reports to the donor

Liaising with project steering board and senior management by providing updates of project progress

Managing project data, evaluations and dissemination activities with help of technical staff

Liaising with field officers to ensure execution of project activities are in line with the project objectives

Minimum qualifications

Bachelor's degree in business/ICT/project management or related field from any recognized university in Kenya

At least 7 years of working experience in project management

Strong consultative, analytical and problem solving skills

Excellency in project planning and monitoring controls

Must be a Kenyan citizen

Ready perform any other assigned duty by chief of party



Available Vacancies at CESCWR-PROGRAMME

CES/USAID/2020/05: FINANCE AND ACCOUNTING MANAGER AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	Graduate
Experience	5 YEARS
Location	Nakuru
Job Field	<u>Project Management</u>

Key responsibilities:

Track activities concerning the data

Formulate the budgetary distribution of activities

Develop budgets, monthly focuses and cash requests ensuring harmonization with work plans.

Manage project budgets and ensuring monthly reports, obtaining explanations for variance above allowed levels.

Ensuring that project budget monitoring, personnel management, and reporting of key performance indicators conforms to internal standards and donor requirements

Prepare and process all payments for suppliers of goods and services and ensuring that all invoices are adequately supported and approved before payment

File and achieve all financial documents and regular backups of all financial information

Maintain asset register for all organization assets

Minimum qualification:

In good standing of institute of certified public accountant or recognized equivalent.

Demonstrate computer literacy.

Demonstrate financial professional competencies of chapter six of the constitution

Bachelor's degree in Accounting and Finance

Must be Kenyan citizens

Work experience 5 years



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Seven years demonstrated experiences in partnership building, especially with governmental representative, donors, the private sector and Civil Society Organizations

Experience in holding positions in HIV/AIDS programming in Kenya is an added advantage

Must be a Kenya citizen

CES/USAID/2020/6:DATA AND COMMUNICATION MANAGER AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	7 Years
Location	Nakuru
Job Field	Project Management

Job summary

Will facilitate Monitoring, evaluation and learning and communicate to organization on the progress of the project and performance

Key Responsibilities in areas of Performance

He /she will lead on the design and implementation of program and evaluation framework and information systems to focus on delivery, outcomes and project impacts

Leading in analysis of collected assessment data for organizations' improvement and carrying out overall data management

Will liaise with field officers to ensure accurate data is collected within the project areas for proper monitoring and evaluation for better result achievement

Will support all the technical staff in Monitoring, Evaluation and Learning programs and will ensure management of any related staff in the program

Will guide organizations reporting process amongst the technical staff

Will promote learning and sharing knowledge of best approaches, practices and lessons learned

Qualifications /Abilities

A master's degree in statistics, informatics, mathematics or any related field from a recognized university in Kenya



Available Vacancies at CESAWR-PROGRAMME

Must be knowledge and skilled in using Geographical Information System(GIS)/Arc GIS and information technology

At least 7 years of experience in project implementation carrying out monitoring and evaluation in complex programs within developing countries

Must have demonstrated experience in technical staff provision through proper management of M&E systems for better tracking of project performance as per the state roles and objectives

Knowledge in application of statistical methods and data management

Should ensure easy data access and retrieval when need arises

CES/USAID/2020/7: ADMINISTRATION MANAGER AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	5 Years
Location	Nakuru
Job Field	<u>Project Management</u>

Job summary

Reporting to the chief executive officer

Key responsibilities:

Supervise the staff and monitor their work

Coaching and mentoring staff on their roles

Managing budgets for budgets and accounting for expenditures.

Evaluate program success

Managing staff welfare and team building

Ensuring office filing and furniture is in place

Establishing policies

Prepare and monitor project calendar of events

Minimum qualification:



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Bachelor's degree in telecommunications, social science, business administration

Project management certification will be an added advantage

Working knowledge on wireless technologies

Knowledge in finance related principles

Minimum three (3) years' experience in project management

Must be a Kenyan citizen

CES/USAID/2020/8: PROGRAM CORDINATOR AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	5 years
Location	Nakuru
Job Field	Project Management

Key responsibilities:

Ensure the project is completed on time and within budget

Ensures that the project runs smoothly and efficiently

Work with project teams, field officers to ensure that the project timelines, schedules, goals and progress are met in time

Coordinating project programs to ensure smooth running of project activities

Minimum qualification

Bachelor's degree in project management /business management or any other related field



Available Vacancies at CESAWR-PROGRAMME

CES/USAID/2020/9: FIELD OFFICERS (5 POSTS) AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESAWR-PROGRAMME)

Job Type:	Full Time
Qualification	MBA/MSc/MA
Experience	3 years
Location	Nakuru
Job Field	Project Management

Job summary

Liaising with project team for activities implementation and execution

Reporting to the Data and communication officer on the project performance

Key responsibilities:

Conduct trainings for behavioral change among OVC in the target communities.

Be a link between the chief of organization and the community

Conducting field visits to ensure the OVC get access to care, support, justice, guidance and counselling.

Reporting to the data and communication officer for effective monitoring and evaluation of the OVC

Serve as a team leader in the target community

Playing critical role in Community Learning and adaptation in schools and institutions for reporting

Minimum qualification:

Diploma in social work from any recognized institution in Kenya

3 years of work experience in similar or related field

Professionally trained teacher with similar role will be an added advantage.



Available Vacancies at CESCAWR-PROGRAMME

CES/USAID/2020/10: Driver AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESCAWR-PROGRAMME)

Key responsibilities

Making requisition for maintenance of office vehicle

Carrying out the driving requirements as directed by the project coordinator

Collection and delivery of documents and other materials that aid in organizational operations

Ensures vehicle is properly maintained and in good condition, clean and neat

Always keeping a record of for accurate systematic journeys made, distance covered, readings of odometer with respect to vehicle fueling and service charges

He /she must ensure to carry out both routine and non-routine checkup of the vehicle for and identifying its malfunctioning problems if available for maintenance

Monitoring expiration and renewal date of vehicle insurance covers, road rescue registration services amongst other renewal services for reporting and timely renewal

Perform any other duty assigned by chief of staff

Qualifications /Abilities

Kenya Certificate of Secondary Education

3 years of work experience

Prior working experience with an NGO will be an additional advantage

Valid driving license and certificate of good conduct

Having had prior training in defensive driving principles will be an additional advantage

Thorough knowledge of traffic laws and patterns is desired



Available Vacancies at CESCAWR-PROGRAMME

CES/USAID/2020/11: SECRETARY /RECEPTIONIST AT COMMUNITY ENVIRONMENTAL SOCIAL WELFARE REHABILITATION PROGRAMME (CESCAWR-PROGRAMME)

Job Summary

Administrative

We are looking forward to recruiting a secretary/receptionist for CESCAWR in Nakuru.

Key responsibilities

Supporting in setting up meeting and workshop venues, drafting various minutes and reports

Providing both active secretarial and administrative support services

Planning for the guest house visitor

Carrying out office filing and maintenance

Managing and ensuring proper maintenance of the office machinery

Supporting the administrator for data update relevant documents in the staff and children files for record keeping and

Qualifications /Abilities

Diploma in secretarial studies/Business administration from any recognized institution in Kenya

Must be competent in the following computer packages

2 years of work experience

Should be a competent team player with strong interpersonal and communication skills

Having other courses in secretarial studies will be an added advantage

Any other duty assigned by chief of staff

The positions offer competitive remuneration and benefits package



Available Vacancies at CESCawR-PROGRAMME

How to apply

If you believe you are qualified for the competencies and qualifications that match the above job and stated roles as described; send your cover letter(stating current and expected pay) with an updated CV entailing at least 3 referees, one of which must be immediate or former employer to reach us on or before **8th September ,2020** by email to: infor@cescawr.co.ke and make a Cc. To cescawr2017@gmail.com

Only shortlisted candidates will be contacted.

CESCawR is an equal opportunity employer. All qualified individuals are encouraged to apply. Never give any money during application or recruitment process as this will lead to immediate disqualification.