

**CARE INTERNATIONAL IN KENYA**

**JOB DESCRIPTION**

CARE International is a leading humanitarian organization fighting poverty and addressing the health and wellbeing of vulnerable and marginalized individuals, families and communities worldwide. We place special focus on working alongside poor women and girls because, equipped with proper resources, women have the power to help whole families and entire communities escape poverty. Since its founding in 1945, CARE has expanded programming to work in over 90 countries. CARE has been operating in Kenya since 1968, working with government and a wide range of partners to alleviate poverty and its underlying causes, while building capacity for self-help through various interconnected but distinct projects implemented in various regions of Kenya. CARE values the participation and input of the beneficiary communities in the planning and implementation of programmes.

CARE seeks the following positions for an anticipated funded project “Technical Assistance to Support Implementation of Economic Inclusion Intervention under the Kenya Social and Economic Inclusion Project”. This procurement is expected to be a three-year cooperative agreement.

**JOB TITLE:** NATIONAL TA COORDINATOR /CHIEF OF PARTY

**DEPARTMENT/PROJECT:**

**SUPERVISOR:**

**LOCATION/DUTY STATION:** Nairobi

**DATE OF EMPLOYMENT:**

**GRADE:**

**JOB SCORE:**

**JOB SUMMARY & PURPOSE:**

The incumbent is accountable for the overall vision and leadership of the project and is accountable for delivering results. The successful candidate should possess significant experience managing program, financial, and operations of international donor-funded projects.

This position is subject to project award and funding.

**PRIMARY RESPONSIBILITIES:**

- Oversee the completion of all technical requirements, including project results and deliverables, in accordance with the project work plan.
- Build and maintain productive working relationships with donor, project partners, and key stakeholders. Serve as the primary liaison among all project stakeholders.
- Manage the project's operational, financial, and administrative priorities; direct the planning and budgeting processes. Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- Build partnerships among international -, national- and community-level stakeholders; interact with numerous Government of Kenya institutions and senior-level county and sub county-level government officials.
- Design and oversee an annual project cycle in accordance with donor's annual planning cycles
- With staff and partners, translate project goals and objectives into implementable strategies and plans. Oversee the preparation of quarterly and annual project activity reports, M&E reports, and other deliverables, as specified in the agreement. Report against the project's targets.
- Represent the project at high-level meetings, conferences, and other fora.
- Guide team members to fulfill the project's strategic goals and objectives.
- Supervise and mentor senior staff, delegating responsibilities as appropriate. Clearly communicate expectations for staff performance.

**Minimum Qualifications:**

- Minimum of a Master's Degree in economic development, social services, management, or business administration, or related field. Master's degree in relevant to the focus of the call will be an added advantage.
- Minimum of five years' experience in managing complex large public economic development programs or programs of similar scope and size.
- Minimum of ten years of demonstrated technical experience, as senior staff in the following areas: economic inclusion, M&E; and operations research.
- At least seven years' experience in development, managing, overseeing, or evaluating public health programs in Africa of similar size and complexity.
- At least seven years' experience in program management and administration, financial management, award contractual compliance, sub award management, and tracking project performance and costs via specific funding streams.
- Demonstrated ability to create synergies and work effectively with government representatives, for-profit private sector entities, local community organizations, donors and other stakeholders, particularly at the sub-national level.
- Strong management skills, strategic vision, leadership qualities, interpersonal skills, as well as written and oral presentation skills to fulfill the diverse technical and managerial requirements of the project description.
- Strong oral and written communication skills in English; excellent demonstrated interpersonal and negotiation skills.
- Experience recruiting, developing, and managing staff and teams.

- Track record of strong commitment to sharing knowledge, documenting experiences, supporting creative initiatives, and sharing credit.
- Experience managing required programmatic and financial reporting requirements.
- Ability to travel within project areas as required.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_