



JOB ADVERTISEMENT

PROGRAMME OFFICER

Deadline for Applications 6pm (EAT) Friday 22nd September 2023

About FAWWE

The Forum for African Women Educationalists (FAWE) is a pan-African non-governmental organisation that is headquartered in Nairobi, Kenya with a network of 34 National Chapters spread all over Africa, to promote gender equity and equality in education in Africa by fostering positive policies and attitude towards girl's education. FAWE is seeking to recruit a high calibre, and results-oriented individual with integrity to partner with a dynamic professional team in the position of Programme Officer.

Profile of the Role

- The Effective, efficient, and cost-effective management and implementation of assigned programmes/projects.
- Increase visibility of FAWE's work and achievements through programmes implemented and attraction of project resources.
- Ensure programme evaluations, assessments, research and sustainability plans.
- Successful implementation of assigned programme as per approved programme work plan and Budgets

Summary of Job roles (Key Responsibilities)

- Provide technical, programmatic leadership, coordination & implementation of FAWE programmes. The work entails; observing the deliverables, timelines, budget in compliance with consortium guidelines, contributing to the consortium in the development and yearly adaptation of the country-specific Theory of Change, work plans, M&E plans, lobby & advocacy plans, selection of partner CSOs, compliance to FAWE procedures & funding partners
- Monitor quality assurance processes and systems to ensure the highest quality of the project implementation, risk management and reporting to the funding partner(s)
- Support internal assessment and recommend on capacity building needs for FAWE
- Build and support the partnership between consortium partners and any other partners to strengthen assigned projects
- Promote exchange and mutual learning within FAWE Network including chapters and external partners
- Support advocacy to widen the civic space for African women in all their diversity and works closely with the other partners to amplify and sustain voice for access to education for girls and young women in Africa.
- Provide technical input in funding proposals for assigned projects

Any other tasks are required for smooth coordination and management of FAWE's work programme.

Qualification / Experience

- At least 5 years' experience in programme management and 2 years NGO experience.
- Degree in Social Sciences, Education, Political Science, Gender, Law, or any other relevant discipline. (Master's degree is an added advantage)
- Good understanding of programme management and understanding of education and gender issues, challenges, and trends within Africa and Globally.



- Excellent interpersonal and management skills, work effectively in a team and establish and maintain effective working relationships.
- Superior written and oral communication skills. Includes communication to broad and diverse audience as well as experience in assessing workflow arrangements and training needs. Working knowledge in French language is an added advantage.
- Proven ability to conceptualize, plan, synthesize and integrate knowledge and learning and ability to manage multiple priorities in a dynamic work environment.

Salary Range: Gross Pay Kenya Shillings 250,000 – 300,000

Application and submission

All applications (Cover letter, Updated CV indicating three referees) should be addressed to Executive Director emailed to recruitment@fawe.org; with the subject line: **Programme Officer** to reach FAWE not later than **6pm(EAT) Friday 22nd September 2023**.

***Only email applications and candidates who strictly meet the set requirements will be considered.
Responses shall only be sent to successful candidates.**