



ICS SP VACANCIES

1. PROJECT COORDINATOR – CTWWC Project

About ICS SP

We work towards a better future for children. Together with families, communities and other stakeholders we initiate programmes that create safe and nurturing environments for them. Central to our work is **Skilful Parenting™** and **Systems Strengthening** for optimal health, development and protection of children. We are looking for individuals with a passion to make a positive difference in the lives of children and young people to join us in our journey of building stronger, capable and connected families where children are well nurtured and enabled to realize their hopes and aspirations.

About CTWWC Project

ICS-SP is anticipating to be issued with a sub-award by Catholic Relief Services (CRS) to implement the “*Changing the Way We Care* SM (CTWWC) project in Kisumu County. CTWWC is an initiative designed to promote safe, nurturing family care for children reintegrating from residential care and children at risk of child-family separation. The project aims to strengthen families and national systems of care for children, including family preservation (i.e., prevention of separation), family reunification and reintegration and development or expansion of alternative family-based care options.

We are looking for applications from individuals with relevant experience and technical qualifications to join our team in delivering this project and contributing to the care reform process in Kenya.

Role Profile

Location: Kisumu

Purpose of function

Reporting to the Head of Programs, the Project Coordinator will be the functional lead to the project and responsible for overall project management including project planning, monitoring and reporting. He/she will ensure adherence to the approved procedures and sound standards for technical implementation and financial deployment.

Key areas of responsibility

- Lead the development of project annual plans and activity schedules in line with approved templates, planning and implementation frameworks.
- Ensure project adherence to the CTWWC framework in its execution.
- Provide guidance to the project team on the project M&E activities and reporting.
- Provide guidance on most relevant project documentation opportunities and coordinate the actual documentation and dissemination of results.
- Compile and/review and submit periodic project implementation reports as per reporting schedule and donor requirements.
- Organize and/or attend relevant national and County stakeholder forums for the advancement of project goal and objectives.

- Continuously build and maintain relevant and strategic partnerships and networks for project information sharing and cross learning.
- Build and maintain a co-operative, motivated and successful project team for successful delivery of the project and realization of desired outcomes.
- Lead inter-project learning within the organization to facilitate organization-wide learning for overall program improvement.

Qualifications, Skills and Experience

- Bachelor's degree in Social Sciences or its equivalent.
- Minimum of 3 years of work experience in project management position in a relevant project targeting children and strengthening families and communities to care for children.
- Experience working with vulnerable children and their families in Kisumu County.
- Excellent knowledge and practical experience working in collaboration with the Department of Children Services, especially in the application of case management principles.
- Good understanding of M&E systems development and their application in project management.
- Excellent writing skills, including technical progress reporting, case studies and publications.
- Experience in budget management including activity budgeting, expenditure tracking and financial reporting.

2. MONITORING AND EVALUATION OFFICER – CTWWC Project

Role Profile

Location: Kisumu

Purpose of function

Reporting to the Project Coordinator, the M&E Officer will work under the technical guidance of the M&E Coordinator and will be responsible for implementing and managing the monitoring and evaluation (M&E) activities according to ICS SP and CTWWC Project Monitoring and Evaluation protocols in order to build credible evidence in the delivery of a high-quality, results-oriented project.

Key areas of responsibility

The M&E Officer will lead the design and implementation of project M&E systems from project initiation to closeout stages. Specifically, he/she will:

- Undertake performance measurement tasks including indicator selection, target setting and development of performance monitoring plans, data collection tools and reporting.
- Support learning design and methodology for project-related learning agenda.
- Serve as project liaison person for externally-driven evaluations.
- Translate information from project evaluations to support communication and dissemination of evaluation findings and lessons learned.
- Monitor the results of the project activities; design and implement systematic program learning tools and activities designed to build staff capacity in M&E work.
- Carry out data quality assessment and ensure credible data is obtained, processed and reported.
- Coordinate the generation of and communicate the utilization of learnings for project improvement and organizational application for program-wide influence.
- Ensure that project results are demonstrated and communicated in ways that assure that ICS SP value is recognized within the development sector and by the public.
- Collate and compile periodic reports for submission to the donor.
- Ensure compliance with donor and ICS SP regulations related to M&E work.

Qualifications and skills

- Bachelor's degree in a relevant field including M&E, statistics, applied mathematics, operational research and/or economics.
- Excellent knowledge of holistic child development, home and school factors influencing child outcomes
- Minimum of 3 years of professional experience in a M&E position responsible for implementing monitoring, evaluation and learning activities of social and child development projects.
- Excellent skills in the development of M&E instruments, data collection procedures and data analysis required.
- Knowledge of and skills in the utilization of statistical applications such as SPSS, SAS or STATA required.
- Excellent writing skills required: 1) technical writing for project reports and publications, including writing about data from large and small data sets, and writing about child development.

3. PROJECT OFFICER – CTWWC Project

Role Profile

Location: Kisumu

Purpose of function

Reporting to the Project Coordinator, the Project Officer will be responsible for direct project implementation within the sub counties of operation. He/she will ensure adherence to the approved implementation plans and budgets.

Key areas of responsibility

- Work directly with families, community structures, CCIs and children to achieve project results.
- Organize and conduct parent training and child support activities.
- Perform casework *services* with families and children to address child protection concerns within families and communities.
- Gather family and child background information, submit comprehensive assessment reports and link the families to support services.
- Write activity and progress reports to inform further periodic reporting.
- Participate in annual project planning and budgeting.
- Conduct project activity documentation including case studies.
- Collect and report on relevant project output data for assessing progress towards project objectives.
- Participate in the development of project annual plans and activity schedules in line with approved templates and planning and implementation frameworks.
- Organize and/or attend Sub-County and community stakeholder forums for the advancement of project goal and objectives.
- Continuously build and maintain relevant and strategic partnerships and networks at sub county and community levels for project information sharing and cross learning.

Qualifications, Skills and Experience

- Diploma in Social Sciences or its equivalent.
- Minimum of 2 years of work experience in project implementation position in a relevant project targeting children and strengthening families and communities to care for children.
- Experience working with vulnerable children and their families in Kisumu County.
- Practical experience working in collaboration with the Department of Children Services, especially in the application of case management principles.
- Good writing skills, including case studies.
- Experience in activity budgeting, expenditure tracking.
- Excellent community mobilization skills

If you are a professional with a passion to make a difference in children and young people's lives, send your application letter and resume to icsro@icsafrica.org. **Deadline for submitting applications is 20th September 2019.** Only shortlisted candidates will be contacted. Please indicate the position you are applying for as the subject of your email.