



## THE KENYA SCOUTS ASSOCIATION

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions. The Association has been implementing a project on sustainable agriculture and environmental conservation since 2012.

KSA is in the process of implementing a Children and Youth Empowerment Project (CYPEP) with support from VI agroforestry under the ALIVE (Agroforestry for Livelihood Empowerment) programme.

The working areas as guided by the strategy are Sustainable Agriculture based on Agroforestry; Economic Security; Gender Equality and Empowerment of Women, Youth and Children; Systems and Governance; Advocacy and Communication, Fundraising and Resource Mobilization.

The overarching goal/Vision of the programme is “a sustainable environment that enables women and men living in poverty to improve their lives”.

The Association is looking to forward to recruit the following positions for the CYPEP project.

### **1. PROJECT OFFICER**

**Duty Station:** Bungoma, Bungoma County

**Reports to:** Projects and Partnerships Executive, KSA

The Project Officer is responsible for the over coordination and implementation of the Children and Youth Empowerment Project (CYPEP) funded by VI agroforestry with support from SIDA.

### **KEY RESPONSIBILITIES**

1. Directly supervise implementation of CYPEP project including schools/community entry process, identification of schools and continuous monitoring/supervision
2. Field project activity implementation and supervision

3. Handle all complaints related to CYPEP project emanating from beneficiaries, stakeholders and donor
4. Staff Management: Directly supervise M&E officer and Field Coordinators engaged to assist in activity implementation
5. Document specific success/case/interest stories for publishing and communication purposes.
6. Develop specific activity progress reports and relay to the National Executive Commissioner, KSA, through the Projects and Partnerships Executive.
7. Participate in project coordination meetings representing KSA with VI Agroforestry and other stakeholders as required.
8. Respond to cross cutting issues affecting the project implementation in cooperation with the KSA HQ.
9. Represent KSA to VI Agroforestry in relevant meetings and working groups
10. Actively document the programme implementation process to generate lessons learnt.
11. Feed into the development of the programme by actively participating in strategy sessions and providing feedback to the process
12. Generate project activity progress reports

### **Qualifications and Experience (professional)**

1. Degree in community development/ social studies/ project management from reputable University or any other relevant degree with at least 3 years' experience in implementing projects with INGOs.
2. Previous experience in implementing donor funds in development projects.
3. Demonstrate ability to supervise staff, monitor budget, self-starter initiative and pro-activity will be highly desirable.
4. Good knowledge of micro-soft computer packages including Microsoft word, Excel, and internet browsers.

### **Other competencies**

1. Strategic thinking
2. People management skills
3. Planning and coordination skills
4. Analytical and problem solving skills
5. Excellent leadership and organizational skills.

## **2. MONITORING AND EVALUATION OFFICER (M&E)**

**Duty Station:** Bungoma, Bungoma County

**Reports to:** PROJECT OFFICER

### **KEY RESPONSIBILITIES**

1. To oversee the collection, analysis and dissemination of routine monitoring and reporting data; liaising with Project Field Officer especially for periodic reports but also other uses as required by the project.
2. Collect, update and maintain all stakeholder's data in a safe and retrievable manner adhering to the organization's data safety regulations.
3. With guidance of the monitoring and evaluation tools, plan and execute spot checks in all project interventions.
4. Record, manage and preserve monitoring and evaluation data in a safe and accessible way.
5. Ensure all activity reports have been filed in good time and lodged with the Project Coordinator.
6. Support external evaluators and stakeholders in conducting baseline, progressive and other surveys.
7. Conduct routine data quality assessments to improve the quality of project data.
8. Participate in capacity building and training of stakeholders and project staff in project monitoring and evaluation (M&E).
9. In consultation with technical advisors, provide data collection guidelines to Project Staff and relevant stakeholders.
10. To provide quality assurance on data reported from stakeholders and feedback to the project staff and all stakeholders regarding the status of the reports.
11. Undertake regular field visits to project sites to support the implementation of the M&E framework.
12. Head of KSA project M&E technical working group.
13. Undertake any other duties as directed by the Project management.
14. Shall perform any other duties the management may deem appropriate.

### **Qualifications and Experience (professional)**

1. Degree/ Higher diploma in community development/ social studies/ M&E from reputable University or any other relevant degree with at least 3 years' experience in implementing projects with INGOs.
2. Previous experience in implementing M&E functions for donor funded development projects.

3. Demonstrate ability to monitor budget, self-starter initiative and pro-activity will be highly desirable.
4. Good knowledge of micro-soft computer packages including Microsoft word, Excel, and internet browsers.

### **Other competencies**

1. Strategic thinking
2. People management skills
3. Planning and coordination skills
4. Analytical and problem solving skills
5. Excellent leadership and organizational skills.

### **Terms and Conditions**

The engagement shall be on contract terms. All applications should be addressed to:

*The National Executive Commissioner  
Kenya Scouts Association  
Rowallan Scouts Camp  
P.O. Box 4122-00100*

**OR**

*Sent by email to:  
[recruitment@kenyascouts.org](mailto:recruitment@kenyascouts.org)  
to reach us not later than 24th May 2019*

Only shortlisted candidates will be contacted.