



VACANCY ANNOUNCEMENT

Background

The Anglican Development Service is the development arm of the Anglican Church of Kenya. It operates and implements social programs in 10 Regions in Kenya namely ADS Pwani, ADS Eastern, ADS Mt. Kenya East, ADS NAIKA, ADS Nyanza, ADS South Rift, ADS Central Rift, ADS North Rift, ADS Western, and ADS Mt Kenya. ADS Kenya has secured funding to implement a project in ADS Mt Kenya specifically in Kiambu County. The project seeks to advancing Renewable Energy Technologies for Agricultural value chain Transformation in Kiambu County, Kenya: There are vacancies both at ADS Kenya and ADS Mt. Kenya offices.

1. Project Manager.

The Project Manager (PM) will be the head of three field staff with the following responsibilities.

Overall responsibilities:

Under the direct supervision of Executive Director ADS, Mt. Kenya Region and technically supervised by ADS Kenya Program Manager the position holder will be engaged in the overall management of the renewable energy technologies for Agricultural Value Chain Transformation in Kiambu County. The post holder supervises and provides technical support for the field staff.

Major Key Responsibilities:

- Manages the implementation of renewable Project with internal staff, the donor, and the community and project reporting.
- Represent ADS towards relevant stakeholders and partners.
- Budget management: Follow up and supervise the project plan versus accomplishment.
- Provide technical support and experience in renewable energy and livelihood.

Communication and Reporting.

- a) Provide overall coordination and quality of ADS Mt. Kenya programs
- b) Strengthen and establish partnerships, integration, and linkages.
- c) Ensure that high-quality internal and donor reports are produced and submitted in a timely manner.
- d) Collaborate with the government and other development agencies.

Coordinate with other partners in the Counties.

- e) Provide overall leadership and project management through coordination and supervision of the implementation of project activities, cooperation with partners and supervision of Field staff.
- f) Maintain productive working relationships with donors and be responsible for undertaking negotiations related to procedural requirements, program contracts, final reports, and evaluations.
- g) Fundraise for identified projects in line with the objectives of ADS Mt. Kenya, Strengthen and establish partnerships, integration, and linkages.

Implementation, monitoring and evaluation of the project.

- h) Provide overall leadership and project management through coordination and supervision of the implementation of project activities, cooperation with partners and supervision of staff.
- i) Ensure that effective monitoring and evaluation systems are implemented in line with ADS Mt. Kenya policies and tools to measure impact and efficiency.
- j) Provide effective support that builds skills and confidence of the target beneficiaries.
- k) Coach and mentor, the field project staff.

Accountability

- l) Reports to Executive Director, ADS Mt. Kenya and Technically to the ADS Kenya Program Manager.
- m) Responsible for the overall program budget management.
- n) Responsible for the overall project management.

Qualification and Requirements

- i. First degree (Bachelor's) in Project Management, Social sciences or equivalent
- ii. Experience in participatory approaches
- iii. Five years' experience in proposal writing, project implementation and financial management in a reputable development organization
- iv. Experience in Management of renewable interventions and livelihood projects
- v. Excellent written and oral communication skills
- vi. Proficiency in computer applications
- vii. Clean driving licence.
- viii. A track record in managing stakeholders and working with diverse teams.
- ix. The written and verbal communications skills to provide clear communications skills to provide clear communication of procedures and processes.
- x. Outstanding interpersonal and negotiation skills.

2. Project Officer (3 Posts)

The Project Officer will be based in the communities in Kiambu County and will provide technical advice and on-site support to the community groups and households. You will offer training and provide follow-ups in liaison with Government Officers from the Line Ministries and Departments and other stakeholders. Project Officer will populate field data for consolidation and final reporting by the Project Manager

- a) You will be responsible for the outreach program.
- b) Community mobilization and sensitization ensuring proper planning, organization, and facilitation of the planned training, workshops, and meetings for your program activities.
- c) Documentation and submission of monthly and quarterly reports to the ADS Mt. Kenya and any other relevant stakeholders in time.
- d) Attend and actively participate in relevant workshops and seminars.
- e) Ensure quality, consistent, and confidential records keeping at the office.
- f) Proper and timely ordering of essential field supplies.
- g) Prepare timely field reports.

- h) Planning and budgeting for your program activities.

Qualification and Requirements.

- i. A Bachelor's degree in Project Management, Education, Public Health, Sociology, Community development, and/or other related social science field.
- ii. Computer literate (MS Word, Ms Excel, Ms PowerPoint and Internet)
- iii. Three years of progressive working experience in the design, management and implementation of projects and programmes and/or working in project related area.
- iv. Previous experience in donor-funded programs for an NGO, governmental institution or donor organization with specific experience in Renewable energy or livelihood.
- v. Experience in managing a multidisciplinary team, strong interpersonal and organizational skills.
- vi. Must be a committed Christian, able to stand above denominational diversities.
- vii. Team management.
- viii. Decision-making skills and ability to work under minimum supervision.

3. Project Accountant.

The Project Accountant will have the following responsibilities:

- a) Prepare all the daily financial transactions and the books of accounts and ensure they are appropriately recorded and coded.
- b) Compiling and presenting financial reports
- c) Consolidation of financial support documents from the field.
- d) Paying project expenses and salaries.
- e) Monitor all the organization's financial transactions.
- f) Prepare Monthly bank reconciliation reports.
- g) Ensure adherence and compliance to the organization's and project budget.
- h) Monitor cash flow and ensure that the Finance and Administration filing system is up to date.
- i) Ensure that the related financial transactions comply with the donor requirements, country laws, organization's Policies and Procedures.
- j) Submit on timely basis records for verification and approval by the donor by 5th of Every month.
- k) Ensure appropriate internal controls through adherence to the accounting systems and procedures.
- l) Provide support in the planning, preparation, monitoring of the organization's finance department and its annual budget.
- m) Ensure the office's smooth running, including Human Resources, Administration and Procurement issues.
- n) Attend and actively participate in relevant workshops and seminars.
- o) Ensure quality, consistent, and confidential records keeping at the office.
- p) Ensure proper and timely ordering of essential office supplies.
- q) Any other duty as assigned by the ADS Kenya Finance Manager.

Qualification and Requirements.

- i. CPA (K)
- ii. Bachelor's degree in finance or accounting is desirable.
- iii. Three years' experience in donor-funded projects is a must.
- iv. Experience in ERP and other accounting packages is desirable.

4. Monitoring and Evaluation (M& E) Officer.

The M&E Officer The job holder will be based at ADS Kenya offices and will report to the ADS Kenya Program Manager. Will have the following responsibilities.

- a) Will be in-charge of daily planning monitoring, evaluation and learning of the project.
- b) Coordinating monitoring, evaluations, reporting and learning.
- c) Capacity building of project staff and volunteers on Outcome M&E.
- d) Prepare reports on M&E findings, as required, working closely with the Project team.
- e) Undertake regular visits to the field to support the implementation of M&E and to identify, advice and support quality programming.
- f) Guide the regular sharing of the outputs of M&E findings with project staff and other primary stakeholders.
- g) Revise the project objectives and log frame matrix (activities, processes, inputs, outputs, outcomes, and impacts)
- h) Determine information needs of project management and the donor.
- i) Review monitoring reports to assess and identify causes of potential bottlenecks in project implementation.
- j) Collaborate with other Project staff and the donor supporting team to develop feasible and effective discussions where M&E data are analysis and corrective actions can be agreed upon.
- k) Undertake and facilitate others project staff to implement the M&E plan, regularly revising and updating performance questions, indicators, methods, formats, and analytical processes.

Qualification and Requirements.

- i. Bachelor's degree in Economics, Statistics Social Sciences, Project management or its equivalent.
- ii. At least three years' experience in research, data collection, analysis, and reporting.
- iii. Key knowledge on M& E tools, concepts and experiences working with both quantitative and qualitative data analysis methodologies and management of information systems.
- iv. A track record in managing stakeholders and working with diverse teams.
- v. Must have good writing, analytical, negotiation, and interpersonal skills.
- vi. Should understand concepts and demonstrate skills in monitoring and evaluation, program cycle, results chain and frameworks, participatory monitoring.
- vii. Relevant experience in field survey/data collection techniques, data entry, data verification, and analysis.

- viii. Proficient in Microsoft Excel, the incumbent should demonstrate fluency in use of data management software including MS Access, SPSS, and STATA

5. Project Assistant/Driver.

The PA will be based at the County field office and have the following responsibilities.

- a) Maintain defensive driving and operate assigned vehicle safely and courteously.
- b) Provide a communication link between customers and staff.
- c) Assist passengers including persons with disabilities in and out of the vehicle.
- d) Read and interpret maps and driving directions to plan the most efficient route service.
- e) Present safety briefing to passengers prior to each trip departure.
- f) Keep the assigned vehicle(s) clean inside and outside.
- g) Maintain accurate, up-to-date records on trip sheets, vehicle maintenance, incident reports, accident reports, vehicle condition reports and other records.
- h) Fuel assigned vehicle as well as undertake minor maintenance tasks on assigned vehicle(s) as required/before travel.
- i) Coordinate the schedule for vehicle maintenance with staff to minimize service interruptions.
- j) Respond to accident or medical emergencies by notifying emergency, response providers, and carrying out First Aid pending arrival of emergency personnel.
- k) Observe all traffic rules and signs.
- l) Any other lawful duties as assigned by your supervisor within the scope and nature of the position.

Qualification and Requirements

- i. High School Certificate
- ii. Clean Driver's License with 4 years prior driving work experience.
- iii. Defensive Driving and First Aid knowledge is an added advantage.
- iv. Basic motor vehicle mechanical know-how and extensive knowledge of the operations and features of assigned vehicle(s)
- v. Computer literacy, report writing skills and ability to read maps.
- vi. Fluency in spoken and written English, excellent interpersonal and communication skills

If you meet the above qualifications and requirements, please send your application and resume by **15th January 2024**, addressed to:

**The Chairman Recruitment Committee,
Anglican Development Services (ADS) Mt. Kenya
P.O. Box 2376-10140,
NYERI
Email: vacancies@ads-mtkenya.or.ke**

Only shortlisted candidates will be contacted; ADS Mt Kenya and ADS Kenya are an equal employer.