



KENYA CONFERENCE OF CATHOLIC BISHOPS – GENERAL SECRETARIAT

JOB ADVERTISEMENT

UJUZI NA UAJIRI TVET PROJECT

JOB POSITION: Project Officer –Tvet

JOB GRADE: 6

REPORTING STRUCTURE: National Executive Secretary
Commission for Education and Religious Education

SUPERVISORY RESPONSIBILITY: None

LOCATION: Nairobi

TERMS OF EMPLOYMENT: One Years' Contract renewable subject to performance and availability of funds

JOB PURPOSE: Coordination of the *Ujuzi na Uajiri* project, including planning, organization of project activities, monitoring, evaluation and reporting on project activities, objectives, goals and impact.

JOB SPECIFICATIONS:

- Drawing Annual Work/Activity Plans and Log frames for the project he/she is in charge of.
- Custodian and overseer of project annual plans and other project documentation.
- Undertaking project implementation site support supervision visits as scheduled and generating progress implementation reports.
- Analyze diocesan project data reports, develop and present quality and timely reports to donors and other stakeholders.
- Ensure proper utilization of project and organizational funds.
- Participate in Education proposal writing processes including concept writing, budgeting and work plans creation.
- Coordination of the Catholic TVET Network to enhance the TVET institutions capacity and operations in the TVET sector through organized workshops.
- Collaborating with the members of staff in the Commission to ensure that all project components of are implemented in compliance with KCCB-General Secretariat policies.
- Participate in organizing of National, Arch/Diocesan Education related meetings.
- Should be ready to give support to any other project implemented by the Commission and or any other related duty assigned.



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KEY PERFORMANCE AREAS

Coordinating the <i>Ujuzi na Uajiri</i> project activities at the National, Diocese level.
Project activities and training workshop planning and timely implementation as per workplan, b preparations and utilization, programmatic monitoring and evaluation site visits and reports.
Writing and submission of timely donor <i>reports for Ujuzi na Uajiri</i> project.

CONTACTS ARISING FROM THE JOB

Internal	External
Finance Department	Diocesan offices
Project Staff	Donors/Partners
	Government Agencies

PERSON SPECIFICATIONS

- A Diploma or Bachelor’s degree in Education, Social Sciences from a recognized university with a bias in TVET.
- Minimum 5 years’ experience in project management role.
- Good writing and verbal communication skills.
- Good program leadership and communication skills.
- Innovative and self-driven.
- Good organizational and reporting skills.
- Ability to communicate and interact at all levels both internally & external organization.
- Flexible, professional with the ability to manage multiple responsibilities with demanding deadlines.

MODE OF APPLICATION:

ALL applications for the position of Program Officer should be submitted through email addresses;

**po-tvet@catholicchurch.or.ke;
a COPY to
kccbhr2024@gmail.com**

All applications should reach the Office of the General Secretary by:-

16th February 2024, MID-DAY(NOON).

N/B: No hard copies will be accepted.

Only short-listed candidates will be contacted