



# ST. JOHN'S COMMUNITY CENTRE - PUMWANI

(The Anglican Church of Kenya - Diocese of Nairobi)

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Anglican Church of Kenya

## JOB VACANCY

St. John's Community Centre (SJCC) Pumwani is a Christian Community Service Organization of the Anglican Church of Kenya (ACK), Diocese of Nairobi. It was established in 1957 by the Church Missionary Society, primarily to address the spiritual and psychological problems of the Pumwani community. Informed by periodic evaluations and research, its mandate has expanded since 1990, to empower poor and vulnerable people by facilitating participatory development through social mobilization and capacity strengthening of the target communities.

SJCC is working with Local Implementing Partners (LIPs) to implement the **USAID 4BetterHealth program**, a five-year (2021- 2026) USAID/PEPFAR-funded program. The program seeks to improve the quality of life of orphans and vulnerable children (OVC) and their families by providing greater access to and uptake of quality health and social services in the counties of Nakuru, Murang'a, Kajiado, Makueni, Machakos, and Kitui.

SJCC diligently upholds the value of safeguarding vulnerable children and adults thus, we are seeking to fill the following position.

**Position:** Program Coordinator

**Location:** Kajiado, Kenya

**Reports to:** Deputy Director

### Purpose of Position

The Program Coordinator (PC) will be responsible for the planning, foreseeing implementation, monitoring and reporting on the USAID 4BetterHealth program in **Kajiado County**. The PC will provide technical and management oversight that ensures efficient and effective implementation. The PC will manage staff and ensure efficient use of resources in the county. The PC will collaborate with the national and county stakeholders and technical officers for optimal care and support to OVC and their households informed by the USAID/PEPFAR guidance and case management protocols.

### Major Responsibilities

- Provide leadership in planning, coordination, and leveraging services to OVC and their families.
- Provide leadership to ensure the approach of co-planning, co-resourcing, co-implementation and co-monitoring with public and private stakeholders, is entrenched in the program implementation system.
- Mentor and support staff in the implementation of OVC support interventions in line with standard procedures for OVC Comprehensive and OVC Preventive Models
- Provide leadership to program staff in ensuring all registered beneficiaries are assessed, monitored and provided or referred for services as appropriate.
- Ensure that client level results are effectively achieved and documented in line with donor (USAID) regulations and SJCC policies.
- Improve, disseminate, and monitor the implementation of standard operating procedures and scope of work to the staff.
- Monitor program performance indicators identifying gaps and guide the program team in addressing them.

**Thematic Pillars:** •Education & Training •Economic Empowerment •Governance and Human Rights  
•Health and Environment Management •Institutional Transformation



- Conduct site-level structured support supervision on a regular basis and ensure follow-up on improvement actions.
- Promote effective networking, linkages to other programs and institutional strengthening.
- Spearhead quality report writing, giving feedback on performance for the purposes of improvement and learning.
- Ensures that project activities, initiatives, processes and events are in line with SJCC policies and procedures.
- Coordinates with Finance team to ensure availability and timely release of financial support for approved activities, prepares monthly fund request and to monitor budget vs actual expenditures.
- Responsible for mobilizing, activating and strengthening community groups to design, manage and sustain program initiatives.

### Knowledge, Skills and Abilities

The PC should have the following professional skills and qualifications:

- A bachelor's degree in any of the following fields: social science, public health, project management, community development, and sociology or a related field.
- A minimum of three (3) years' experience in OVC programming in a similar position.
- Comprehensive understanding of OVC programming frameworks and USAID and Government of Kenya policies, strategies, and guidelines.
- Proven OVC expertise with broad knowledge of USAID/PEPFAR funded OVC reporting.
- Knowledge and experience of working with county government structures.
- Ethical conduct according to recognized professional and organizational codes of ethics.
- Excellent interpersonal, communication and negotiation skills: ability to effectively liaise with a variety of stakeholders in a multi-cultural environment.
- Highly flexible work attitude: able to provide leadership in a team environment and solve problems with minimum guidance.
- Proven skills in mentorship, training and capacity building of staff.
- Self-starter and self-motivated, hardworking, creative, passionate for quality of work
- Resourceful, innovative, results oriented.

### To Apply:

Send email with the following documents attached to: [jobs@sjccpumwani.org](mailto:jobs@sjccpumwani.org)

- 1) Cover letter that explains why you think you are well-qualified for the job addressed to **The Human Resource Manager, St. John's Community Centre; P. O. Box 16254-00610, NAIROBI.**
- 2) Attach a resume showing the necessary qualifications, skills, and expertise and have three professional references (including email and phone numbers) for current/past work sites.
- 3) Copies of all certificates and testimonials
- 4) Indicate the job title as the subject.

*Note: It is important for candidates to follow these instructions to be considered for the position!*

**Applications to be received in the mail by COB on Friday, April 19th, 2024. Only shortlisted candidates will be contacted.**

**NB: Canvassing will lead to disqualification.**

