

Vacancy Announcement

Programme Coordinator: Gender Democracy

What are we looking for?

The Heinrich Böll Foundation, Nairobi is looking for a full-time Programme Coordinator to develop, coordinate and manage a variety of projects under the Gender Democracy Component of the Regional Office (Kenya, Uganda, Tanzania). The ideal individual is a highly motivated self-starter with a passion for social justice, social inclusion and gender parity in Kenya and the East Africa region.

Background

The **Heinrich-Böll-Stiftung (hbs)**, a non-profit organisation, is part of the global Green movement headquartered in Berlin Germany, **with a footprint in** over 30 countries. The hbs Nairobi office programme seeks to advance progressive political and socio-ecological transformation through its thematic focus on **Gender Democracy, Dialogue and Civic Spaces, Sustainable Development, Agro-ecology Food Right to Food**. To amplify our programme work, we support coordinated civic engagement and political/policy dialogues, research, publications and strategic communication.

General Responsibilities

- Project Implementation and relationship management
- Thematic technical advice, content support and knowledge production
- Coordination with hbs partners and regional contact points
- Monitoring, reporting and communication
- Ensuring adherence to program and project timelines and guidelines
- Identifying risks to the success of the program and its projects and setting up procedures to mitigate those risks
- Attending meetings relevant to the program and to hbs as required.
- Management of consultants and interns

Key roles and responsibilities:

Strategic:

- Analyse national, regional and international socio-political developments relevant to the Gender Democracy Component in order to adapt the conceptual approach and project activities
- Provide a specialist overview and build expertise on the relevant sector
- Represent and promote the Foundation's strategies and principles at stakeholder meetings, networks, conferences and other events
- Provide support to and actively collaborate with partners including training and orientation
- Support HBF-funded research through relationship brokering, logistical support, dissemination of findings where appropriate and identifying the next steps in using the research findings

Project Management:

- Conceptualise hbs own-activities, develop corresponding project strategy and implementation approach
- Develop, plan, implement, monitor/evaluate and report on (including financial) all programme activities under the Gender Democracy Component
- Providing project support through advice, assistance in problem-solving and regular communication with partners.
- Report timely on programme progress, project activities and evaluations, according to the reporting time frames designated by the Regional Director.
- Handle partner correspondence and manage the partner filling system.
- Participatory and gender sensitive strategic planning of all activities
- Plan and support the organization of events
- Actively solicit and motivate for relevant proposals
- Manage and monitor contracts with partner organizations, contractors and consultants
- Manage the component budget and ensure that the regulations of HBF and the grant providing agency are observed and abided by when implementing projects, measures and activities.

Monitoring and Evaluation

- Develop and apply participatory monitoring and evaluation tools, including project and programme indicators and guiding questions. This includes financial monitoring and evaluation and implies regular communication and field visits to partner organizations in order to provide inputs and support in implementing the activities.
- Organize external evaluations of project partners, as required from time-to-time.

Networking and Communication:

- Maintain contacts with the programme relevant national and international organisations as well as journalists in mainstream media and social media influencers
- Contribute to the website and other social media channels of the office
- Maintain a supporter and contact database

Some mandatory requirements:

- Masters Degree in Development Studies, Gender Studies, Sociology, Political Science, International relations, or related fields
- At least five years of relevant experience in a senior position with an international organisation working in Kenya or the region
- A demonstrated ability to advocate for gender issues locally, nationally and ideally, internationally, including an ability to initiate and follow through on advocacy
- A passion for gender equality and social justice and a demonstrated commitment to the goals or priorities of the organisation
- Excellent understanding of gender and diversity concepts and theories
- Excellent conceptual and analytical skills (verbal and written) and strategic thinking
- Excellent project cycle management skills, including experience in M&E
- Good knowledge of budget planning and controlling
- Good knowledge of MS Office, MS Excel, power point

- Good knowledge of common social media platforms (Twitter, Facebook)
- Superior verbal and written communication skills in English
- Highly motivated, pro-active individual with demonstrated ability to work under minimal supervision
- Ability to prioritize multiple responsibilities
- Ability to build and motivate a team and work within a diverse multi-cultural setting
- Familiarity with feminist theory and practice is desirable

What is on offer:

We offer a challenging, creative and intellectually stimulating career experience as part of a global network of passionate professionals that drive social innovation, transformation and political change. We believe in honouring our staff's commitment to our work and vision, providing opportunities for the professional and personal growth of our team members. Salary will be based on industry norms commensurate with skill and experience. Benefits include insurance and pension schemes.

Application:

Please send your CV and motivation letter to ke-hr@ke.boell.org

The deadline for applications is 29th July 2022.

Receipt of applications will not be acknowledged.

Only shortlisted candidates will be contacted.