

VACANCY ANNOUNCEMENT

Position: Assistant Project Officer (APO)
Reporting to: Programs Coordinator
Duration: (6 months, renewable)
Location: Field office in Lunga Lunga

Job Summary

Haki Centre Organization (HCO) is a Kenyan civil society organization working to promote justice through rights education and advocacy, peacebuilding, socioeconomic interventions, and legal empowerment. The organization is actively looking for a skilled and experienced Assistant Project Officer (APO) to join our team. The successful candidate will be responsible for the coordination, implementation, and monitoring of the Self Help Group Approach (SHGA), which seeks to promote economic, social, and political empowerment of low-income women in Lunga-Lunga Sub County, Kwale County. Specifically, the APO will support the Project Officer (PO) in forming, training, and strengthening people's institutions, especially SHGs and Cluster Level Associations (CLAs), ensuring that set milestones and targets are achieved and are well documented. The APO will also assist the PO in mentoring, supervising, and supporting Community Facilitators (CFs) to ensure that they carry out their roles effectively.

Responsibilities

1. In collaboration with PO and CFs, support expansion of the project by undertaking mapping of new expansion sites and planning the formation of SHGs with anticipation of SHGs joining CLA after successfully undergoing training and meeting the set minimum requirements for forming a CLA.
2. Assist the PO in forming, training, and strengthening CLAs and bridge the gap in the relationship between the SHGs and CLAs. The APO will ensure that CLAs conduct regular meetings and implement required institutional features after receiving training.
3. Train and strengthen SHGs and CLA book writers and ensure that CLA and SHG records are complete, accurate, and up to date.
4. Supervise, mentor, and support CFs. In consultation with the PO, assess CFs and ensure that they understand their roles and are discharging duties effectively.
5. Support CLAs to form children's groups and guide the implementation of the children's group concept.
6. Promote linkages with relevant stakeholders, including government agencies, the private sector, and non-governmental organizations.
7. Conduct assessments for SHGs to determine gaps, and together with CLAs and CFs, develop a clear and well-targeted strengthening plan for each SHG. The APO will identify mechanisms for increasing members' enthusiasm and appreciation of SHGA.
8. With the support of CFs, organize quarterly general meetings with CLAs and SHGs for CLAs to provide information to SHGs on plans they have and seek the support of SHGs in implementing activities.
9. Guide CLAs to conduct quarterly self-assessments and auditing and help them share audit reports with SHGs during the general meetings. The APO will also develop a monitoring checklist for CLAs and SHGs and conduct regular monitoring and follow-up.
10. Guide CLAs to develop work plans highlighting roles with specific and clear activities contributing to the roles and clear timelines, and deliberately handholding CLAs to ensure that they undertake agreed actions.
11. Guide CLAs to develop a clear roadmap for wise investment and monitor the progress of baby steps.

Qualifications

1. Degree or Diploma in Development Studies, Social Work, Business Management, or Rural Development.
2. Solid background in the SHG approach with a specific focus on social and economic empowerment of underprivileged women.
3. Excellent written and oral communication skills, proficiency in Microsoft applications (in particular, Word, Excel, and PowerPoint), and excellent documentation and report writing skills.
4. Demonstrated interpersonal skills, community mobilization skills, and proactive problem solving.
5. Sound leadership and mentoring skills and proven ability to take initiative and work with limited or no supervision.
6. Willingness to live and work in remote areas especially in Lunga Lunga town and surrounding areas.

If you meet the above qualifications, please send your application to the Executive Director through jobs@hakicentre.org, copying procurement@hakicentre.org. Applications can also be dropped off physically at our offices located at Msaada Avenue off Tom Mboya Road, Tudor, Mombasa, by October 15, 2024.

Please note that HCO has zero tolerance for sexual exploitation and abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the PSEA Code of Conduct and child safeguarding policy at all times (both during work hours and outside work hours). Familiarization with and adherence to PSEA policy is an essential requirement of all staff, in addition to related mandatory training. As part of your application, please include a self-declaration confirming that you have never been subject to sanctions (disciplinary, administrative, or criminal) arising from an investigation in relation to SEA.