



## **VACANCY ANNOUNCEMENT**

**Position:** Community Empowerment Officer  
**Reporting to:** Programs Coordinator  
**Duration:** (6 months, renewable)

### **Job Description**

Haki Centre is a registered Non-Governmental Organization working to promote progressive realization of human rights, peace and security for development, and access to justice. The organization is actively looking for a skilled and experienced Community Empowerment Officer (CEO) to join our team. The successful candidate will be responsible for the overall coordination, implementation, and monitoring of the Self Help Group (SHG) Project which seeks to promote economic, social and political empowerment of low-income women in select areas of Kwale and Kilifi Counties using the SHG Approach. Specifically, the CEO will provide technical support in building capacity of and supporting low-income women to organize themselves in small informal groups; and strengthening the formed SHGs (and later) Cluster Level Associations (CLAs) to make them sustainable and more robust in addressing development needs as well as social justice issues at the community level.

### **Responsibilities**

1. Conduct a mapping exercise in collaboration with key community stakeholders to identify project sites and target beneficiaries.
2. Build capacity of Community Facilitators on the SHG approach and support their efforts in organizing women in small informal groups of 15-20 members.
3. Ensure that SHGs conduct regular meetings aimed at mobilising savings and discussing common challenges as well as promoting innovative, community-led approaches in tackling social justice issues.
4. Develop a strategy to ensure scalable and sustainable growth of the project in line with SHG Approach and oversee its implementation. The strategy should provide clear guidance on how SHGs will transition to Cluster Level Associations (CLAs).
5. Monitor and track the performance of the project in line with the agreed performance indicators and document lessons learnt.
6. Carry out activities aimed at strengthening the formed SHGs and CLAs with the aim of making them more robust in addressing economic, social and political issues at the community level including:
  - i. Cultivating mutual trust and respect among SHGs/CLA members to ensure group cohesion and solidarity.
  - ii. Promoting participatory approaches in SHG/CLA activities and ensuring continuous development of leadership skills and holistic empowerment of women.
  - iii. Promoting continuous capital building while ensuring efficient book keeping and sound credit management practices.
  - iv. Promoting linkages and network with key development partners and other relevant actors

### **Qualifications**

1. Degree or Diploma in Development Studies, Cooperatives Management, Microfinance or any other related field.
2. Solid experience in implementing SHG Approach and managing micro-finance or other development/livelihoods related projects.
3. Excellent written and oral communication skills.
4. Strong computer skills, Microsoft applications (in particular, Word, Excel and PowerPoint) and excellent documentation and report writing skills.
5. Demonstrated interpersonal skills, community mobilization skills and proactive problem solving.
6. Sound leadership and mentoring skills and proven ability to take initiative and work with limited or no supervision.

***If you meet the above qualifications, please send your application to the Executive Director, through [jobs@hakicentre.org](mailto:jobs@hakicentre.org) or drop it physically at our offices located at Msaada Avenue off Tom Mboya Road- Tudor, Mombasa by 12<sup>th</sup> December 2020.***