



CENTRE FOR MULTIPARTY DEMOCRACY KENYA

JOB DESCRIPTION

Job Title: Programme Officer

Location: Nairobi, Kenya

Responsible To: Executive Director

The organization: The Centre for Multiparty Democracy, CMD-Kenya is a political parties-based membership organization whose mandate is to enhance multiparty democracy and strengthen the institutional capacity of political parties in Kenya through policy influence and capacity building. The organization provides a platform for political parties, political actors and policy makers to engage in dialogue and cooperate in strengthening multiparty democracy.

Job purpose: We are seeking a suitably experienced program officer to be part of our team and lead the implementation of a program with the following objectives:

- To increase meaningful and constructive involvement of young people in party politics as well as youth participation in decision making at all levels of political governance.
- To improve multiparty democratic practice underpinned by constructive inter/intra-party dialogue based on policies and collaboration

The main responsibilities of the programme officer will entail programme design, implementation, monitoring and evaluation, quality and timely reports to partners, technical support, and resource mobilization.

Responsibilities:

- Lead the overall coordination and implementation of the CMD-Kenya Integrated Project on Youth Involvement and Political Dialogue.
- Provide strategic information for the CMD-Kenya engagement with other stakeholders on policy influence in line with the organization focus of political governance and democracy development.
- Facilitate CMD-Kenya advocacy, capacity building and civic empowerment on Governance, Dialogue, Transformative Civic Education, and Issue-based politics.
- Support development of programmes and projects that feed into CMD-Kenya's mandate of promoting political governance, democracy development and political parties' institutionalization.
- Gather, analyse and prioritize issues of governance at the local, national and global levels that CMD-Kenya needs to address in accordance to its strategic objectives.
- In line with the CMD-Kenya strategic plan 2019 - 2023, support plans for resource mobilization and fundraising including the identification of resource requirements and opportunities for fundraising.
- Take part in establishing and sustaining essential networks to promote the overall goals of CMD-Kenya and the Youth Involvement and Political Dialogue Program in particular.

Person Specification:

- Degree in social sciences or any other related field of study from a recognized university.
- 5 –7 years of professional experience in a relevant field, dealing with governance, devolution, civic education or human rights issues.
- Project management experience with non-profit organization including managing grants.
- Strong analytical, critical thinking and writing skills.
- Experience in fundraising highly desirable.
- Proven and well-developed relationship skills as well as strong networking skills.
- Deep understanding of politics and political parties, political and civil actors in Kenya.
- Excellent facilitation training skills and in using participatory learner centred methods.
- Knowledge and experience in Monitoring and Evaluation.
- Flexible, professional with the ability to manage multiple responsibilities with changing priorities.
- Experience in building and maintaining institutional linkages at Community, County, National and Regional levels.
- Ability and willingness to work under pressure and travel to work in different areas.
- Strong commitment to diversity.
- Fluency in English language and working knowledge of Kiswahili is crucial.
- Proficiency in ICT.

Application Procedure:

Interested candidates should send their application to:

Executive Director

CMD-Kenya

P.O. Box 9903 00100 Nairobi

Applications must reach us on or before January 24th 2019 via info@imd-cmd.co.ke,

The application should include a cover letter, references and a concise CV (maximum 4 pages).