

Vacancies

1. PROJECT OFFICER- FOOD ASSISTANCE (1 POST)

Purpose of the position:

To oversee the planning, delivery, distribution, documentation and reporting associated with food commodities/cash in the field and lead monitoring and coordination of field activities by monitors. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Commodity/Cash Management 35%
- Monitoring, reporting and documentation 30%
- Supervision 20%
- Stakeholder Engagement & Capacity building 10%
- Others 5% Any other duties as assigned by the Supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

- Must have a bachelor's degree in Social Science, Agriculture or related fields.
- Have two years' experience in commodity/cash programming logistics or related field
- Supervisory experience
- Ability to manage and organize issues related to transport, transporters and communities
- Have good communication and public relations skills.
- Have good mathematical and analytical skills
- Have good report writing skills
- Proficiency in Computer applications e.g excel
- Good understanding of World Vision and sphere standards.
- Knowledge of and adherence of the Red Cross and NGO Code of Conduct.
- Ability to build strong relationships with local communities, partners and government authorities.
- Good English and communication skills (oral and written).

2. PROJECT OFFICER ACCOUNTABILITY MONITORING & EVALUATION (1 POST)

Purpose of the position:

To ensure that monitoring and evaluation of the food assistance programme in the sub-counties and accountability mechanisms are established to allow World Vision remain accountable to the community and other stakeholders. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Design, Monitoring and Evaluation (Learning and Documentation)45%
- Humanitarian Accountability 20%
- Commodity Management, Monitoring and Accountability 15%
- Capacity Building 15%
- Others 5% Any other duties as assigned by the Supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

- A degree related to the science and practice of community development, program design, statistics and evaluation.
- Two years' experience in monitoring & evaluation positions including participatory research and impact measurement;
- Proven technical ability around M&E (i.e. experience in managing data entry and conducting data analysis and interpretation)
- Experience with SPSS or EPI Info and other related statistical software packages.
- Demonstrated understanding of quality assurance systems, and continuous improvement, with particular emphasis on integration of accountability measures into all aspects of the project cycle;
- Empirical knowledge of humanitarian codes, principles and practice;
- Good report writing skills and computer proficiency.

3. PROJECT OFFICER – TRADER MAPPING & MARKET MONITORING (1 POST)

Purpose of the position:

Ensure the successful implementation and monitoring of trader mapping and market assessment project activities in the County and contributing to improved child wellbeing outcomes within the project. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Project design, planning and implementation 35%
- Monitoring, reporting and documentation 30%
- Commodity Management, Monitoring and Accountability 15%
- Advocacy, Engagement and Networking 15%
- Others 5% Any other duties as assigned by the Supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

- Minimum of a degree in Business Administration/ Commerce/ Agribusiness/ Economics or related field
- A minimum of 2 years working experience in Economic Development projects at community level
- Experience in partnerships including Ministries of Trade, Agriculture, Planning, Social Services, World Food Programme, UN-FAO, Churches and other religious institutions
- Have practical business knowledge with an emphasis on marketing and financial management
- Having research, monitoring and evaluation skills is an added advantage
- Working experience in interfaith context highly desirable
- Computer literate especially in Microsoft Office Suite and data analysis programs such as SPSS, Stata, EPI Info
- Must be mature and one who is able to stand above socio-cultural diversity challenges
- Must have good oral and written communications
- Ability to take initiatives and a team player who is able to work with minimum supervision

4. PROJECT OFFICER – ECONOMIC EMPOWERMENT (1 POST)

Purpose of the position:

Ensure the successful implementation and monitoring of Economic Development interventions aimed at contributing to improved children wellbeing outcomes within the Refugee Camp. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Effective project design, planning and implementation 35%
- Monitoring, reporting and documentation 30%
- Commodity Management, Monitoring and Accountability 15%
- Advocacy, Engagement and Networking 15%
- Others 5% Any other duties as assigned by the Supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

- A first degree preferably in Business Administration/ Commerce/ Agribusiness/ Economics or related field
- A minimum of 2 years working experience in Economic Development projects at community level
- Experience in partnerships including Ministries of Trade, Agriculture, Planning, Social Services and churches.
- Have practical business knowledge with an emphasis on marketing and financial management
- Good training and facilitation skills
- Having research, monitoring and evaluation skills is an added advantage

5. SECURITY ASSISTANT (1 POST)

Purpose of the position:

To ensure safety, security and protection of staff and assets within the area of operation. The incumbent will be expected to develop security plans and standard operating procedures, provide security training, support security risk management and security crisis management. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Security Support 55%
- Radio Communication 25%
- Documentation 10%
- Networking and Engagement 5%
- Others 5% Any other duties as assigned by the Supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

- Diploma in Criminology and Security Studies, Military Science, Security management and Police Science, Security and Disaster Management, Forensic and Criminal Investigations, telecommunications with Security training or related fields; Bachelor degree is an added advantage
- At least two years' experience in a security service or system. (Public, private, and government or NGO sectors).
- Good understanding of telecommunication technologies (HF and VHF Radio, satellite/VSAT, Wireless and telecommunications cable technologies)
- Good understanding of radio operations in emergency
- No previous criminal record or convictions
- Police/Law Enforcement Training is preferred
- Good working knowledge of Microsoft office, specifically Microsoft word and Excel.
- Excellent communication and interpersonal skills. Must be able to work in a multi-cultural environment.
- Excellent time-management skills
- Ability to work in a harsh environment and contribute to team building environment.

6. ADMINISTRATIVE ASSISTANT (1 POST)

Purpose of the position:

To provide administrative support to all Food assistance initiatives of WVK ensuring that all policies and procedures are adhered to in accordance with WV standards and protocols. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Administrative support 50%
- P&C responsibilities 25%
- Commodity Management, Monitoring and Accountability 15%
- Filing 5%
- Any other duties as assigned by the supervisor 5%

Qualifications: Education/Knowledge/Technical Skills and Experience

- Must have a diploma in Human Resource, Business Administration or related field.
- At least two years' experience in Office Administration.
- Must have a thorough knowledge of support services systems, including planning, reporting, staff training.
- Must be aware and functional in a cross-cultural environment and be a good team leader.
- Must be proficient in computer packages.

FIELD MONITOR (14 POSTS)

Purpose of the position:

To monitor Food for General Food Distribution (GFD) project implementation, the delivery, distribution, documentation and reporting associated with food commodities through use of appropriate technology. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Beneficiary registration and verification 25%
- Project monitoring, Documentation and Reporting 25%
- Commodity, Cash and NFI's management 25%
- Stakeholders engagement 10%
- Capacity Building 10%
- Others 5% Any other duties as assigned by the Supervisor

Qualifications: Education/Knowledge/Technical Skills and Experience

- Diploma in community development, Logistics or related field
- 2 years' experience in commodity/cash programming and logistics or related field.
- Good communicator and mobilizer
- Good understanding of World Vision and sphere standards.
- Knowledge of and adherence of the Red Cross and NGO Code of Conduct.
- Speaks and understands local language
- Ability to engage with local communities, partners and government authorities

DRIVER (1 POST)

Purpose of the position:

To ensure smooth facilitation of staff within the ADP and ensure World Vision Kenya fleet is safe, healthy and economical to guarantee staff facilitation. To effectively communicate World Vision's ethos and demonstrate a quality of life that serves as an example to others.

Duties

- Staff Facilitation 60%
- Vehicle care and maintenance 20%
- Vehicle reports 20%
- Administration & other duties as assigned by the Supervisor 10%

Qualifications: Education/Knowledge/Technical Skills and Experience

- High School Certificate with a clean driving license with AA certificate coupled with two years' experience in a similar job.
- Basic knowledge of Computer applications (Microsoft windows, word , excel and internet)
- Basic knowledge of vehicle maintenance
- Basic knowledge of first Aid and other safety and security measure.
- Knowledge of transport regulatory acts/Law

Please drop below applications attaching the below requirements to UNHCR Dadaab Main Compound (DMO) at the gate manned by G4S addressed to;

The Project Manager – Food Assistance

World Vision Kenya-

Dadaab Main Office (DMO)

P.O Box 50816- Dadaab.

Requirements

- An up to date Curriculum vitae with 3 referees (Include the referees' email addresses and day telephone contact).
- Copies of Academic/Professional Certificates.
- A letter from a Religious leader.
- A letter from the local chief.
- Certificate of Good Conduct.
- Copy of the National Identity Card (ID).

APPLICATION DEADLINE OCTOBER 22, 2018

World Vision Kenya neither uses employment agencies nor does it charge money for recruitment, interviews, or medical checks.



Lives can change for good.