



THE GAY AND LESBIAN COALITION OF KENYA

Date: 25th January 2022

Opportunity: Programmes Development Officer

Accepting Applications from 25th January 2022 – 8th February 2022

Location: Nairobi

The Gay and Lesbian Coalition of Kenya (GALCK) is the national umbrella body for 17 organizations advocating for sexual orientation gender identity and expression (SOGIE) issues in Kenya. Together, we envision a safe and enabling environment for SOGIE organizations and individuals.

We are looking for a self-motivated individual to join the Secretariat. Reporting to the Executive Coordinator, the Programmes Development Officer is involved in overall program and project development, coordination, management, execution and monitoring. The Programmes Development Officer provides oversight in capacity and movement strengthening initiatives and direct technical assistance to existing and prospective member organizations. In addition, the Programmes Development Officer supports resource mobilization efforts consistent with GALCK's mission and program initiatives.

Specific duties:

Project development

- i. Assess GALCK's overall proposals, including conceptual, operational, evaluative and financial aspects.
- ii. Identify and develop program-specific proposals in accordance with GALCK's policies.
- iii. Incorporate at the project design stage plans for dissemination and utilization of results.
- iv. Develop and maintain relationships with key stakeholders and partners to advocate the program, engage their support and execute program strategy.
- v. Develop partnerships with other funding agencies to support project activities.

Project management

- i. Assist in the overall management of GALCK's programmes by providing project submissions, revisions and reallocations throughout the project lifecycle in terms of needs assessments, project design, budgeting, implementation, monitoring and evaluation.
- ii. Ensure that all implemented projects adhere to relevant institutional policies and procedures.
- iii. Review final project reports and negotiate revisions and/or additional requirements.
- iv. Assist in coordinating the activities of collaborative projects between GALCK, GALCK member organizations and other implementing partners and networks.
- v. Project evaluation and capacity strengthening.
- vi. Prepare project narrative interim and completion reports.
- vii. Review donor reports prepared by project staff to ensure compliance to donor requirements in terms of activities undertaken and the respective financial outlays.

Representation

- i. Support visibility by actively participating in related/relevant national and international experience exchange forums.



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- ii. Support GALCK's public relations & community relations' activities through the Executive Office and Communications Docket.

Person Requirements:

- i. A Bachelor's degree or higher in development studies or any relevant social sciences.
- ii. Excellent oral and written communications skills in English, proficiency in Swahili will be an added advantage.
- iii. At least 3 years working experience in project development, management or monitoring & evaluation.
- iv. Should demonstrate experience in networking with donors and partners to bring about funding opportunities.
- v. Strong leadership and demonstrated ability to work within a team, prioritize tasks and manage multiple activities with attention to detail and ability to meet tight deadlines.
- vi. Demonstrated knowledge of and commitment to human rights and social justice, particularly knowledge and experience of sexual and gender minorities rights.
- vii. Experience in leading a team.
- viii. Ability to communicate clearly and effectively with people from diverse cultures and backgrounds.
- ix. Demonstrable analytic and strategic thinking skills.

Terms and conditions:

This position is long-term with compensation that is negotiable and commensurate with level of experience and expertise. GALCK is an equal opportunity employer and does not discriminate on **any** basis.

To apply please submit:

- i. A cover letter describing why you are interested in the position and why you are the ideal candidate.
- ii. Your CV.

Send your application documents to info@galck.org with **Programmes Development Officer** as subject heading. Only shortlisted candidates will be contacted.