



Christian Childrens Fund

VACANCIES

Christian Children's Fund (CCF) Kenya, a child-focused international development organization is seeking to recruit self-driven, entrepreneurial and results oriented individuals for the positions indicated below:

- 1. Area Finance and Administration Officer (REF: CCFK/2007/025) : 2 Positions - North Rift & Central Rift Clusters (Samburu District (stationed in Maralal, but with frequent travel all over Samburu District), Baringo District (stationed in Kabarnet but with frequent travel to Nakuru, Keiyo & Marakwet))**

Responsible for the Financial Management and Administration of the respective Area Office.

Key Duties

- Monitors all financial transactions in collaboration with the Area Manager
- Prepares payment for planned and approved projects in a timely manner
- Reviews all the daily financial transactions and the books of accounts to ensure they are appropriately recorded and coded
- Reviews monthly bank reconciliation reports
- Ensure fund meant for program activities are disbursed and received on time
- Ensures adherence and compliance to the area budget with assistance of the Area Manager and the National Office Finance Director
- Ensures that the related financial transactions by the federation committee, children and youth comply with the donor requirements, country laws, CCF Policies and Procedures without any delays
- Prepares quarterly financial requirements for the area of funding
- Preparation of financial reports using the FIT/Ceder Systems
- Assists to prepare the federation budget and submits to the area manager for certification and submission to the National Office
- Ensures the area office meets the CCF Audit requirements and provides appropriate guidance and comments in disclosure letter
- Ensures appropriate internal controls through adherence to the accounting systems and procedures
- Coordinates and supervises the activities of the area office support staff
- Assist the area manager to manage the area properties, equipments and assets
- Overseeing all other administrative functions

Person Specifications

- A minimum of a Bachelors Degree in Commerce (Accounting option) with at least CPA Part II.
- At least three years professional experience in accountancy and administration in a INGO/NGO handling both Sponsorship and Grants funded projects
- Working knowledge of Kenya Labour Laws
- Understanding of CCF accounting systems (FIT/Ceder) is an added advantage
- Conversant with donor reports or general project reports-monthly, quarterly, mid term review and end term reviews
- Good organization and time management skills and ability to work under pressure.
- Good communication and writing skills.

- 2. Area Manager - (REF: CCFK/2007/026) 1 Position – North Rift Cluster (Samburu District) Responsible and accountable for all aspects of programming in the Cluster, in particular: high quality contract deliverables; new program development and conceptual strategic leadership with respect to cluster specific projects; team building & staff development; representation and coordination**

Key Duties:

- Ensure compliance of LOA by all projects in the cluster by way of field monitoring visits, review of monthly narrative and financial reports
- Ensure all the clusters adhere to CCF programming principles; procurement, administrative and financial policies
- Provide technical and administrative assistance to Coordinators in the various projects to enable them meet their goals
- Monitor projects to pro-actively identify risks related to LOA/Contract compliance and prescribe, implement and manage corrective action
- Ensure CCF is updated on progress and developments in the Cluster/Area through timely submission of reports
- Ensure CCF funds are used in accordance with CCF policies and
- Ensure timely audit within Cluster/Area is undertaken on all the projects and that issues arising from the audits as well as audit recommendations are implemented
- Build and foster good relations between CCF Kenya, other NGOs, and GOK in order to enhance CCF image, visibility and access to information resources

Person Specifications

- Bachelor's degree in social sciences
- Minimum 4 years experience in program management
- Demonstrated experience to child rights approaches
- High level of credibility and integrity
- Community mobilisation skills
- Sound management skills
- Experience in programme design, budget development/financial management and report writing
- Donor contract management

- 3. Project Officer - (REF: CCFK/2007/027) 1 Position - Kitui District Responsible for spearheading the implementation of CCF Kenya's Malaria Prevention and Control Project in Museve Location of Kitui District, the Project Officer will be undertake the following:**

Key Duties

- Community mobilization and organization to address their individual health issues;
- Identification; organization and supervision of Community Health Workers (CHW);
- Establishment and operationalization of an effective referral system between CHW and the formal health system as appropriate;
- Technical capacity building of and back-stopping for relevant level 1 Community Own Resource Persons (Community Health Workers; Community Health Committee; Community Based Organizations, etc)
- Provide monthly feedback to Nairobi office regarding the progress of the programme

Person Specifications

- Experience of mobilizing communities to generate discussion around pertinent issues affecting their well being and organizing them to take action to address such issues preferably in Rural Kenya
- Diploma or equivalent in Public Health/Community Health/Nursing
- Demonstrated experience in donor report writing
- Proven organisational, coordination, negotiating, communication (oral and written) and facilitation skills
- Ability to work with minimum supervision and meet strict deadlines

- 4. Project Officer (REF: CCFK/2007/028) 1 Position - Mukuru Informal Settlement Responsible for spearheading the implementation of its capacity building project in the Mukuru Informal Settlement in Nairobi's Industrial Area. The project is a joint collaborative effort between CCF Kenya and the Mukuru Promotional Centre (MPC) and aims to build community capacity to mobilize and manage their own resources; enhance access to clean and safe water for the over 4000 children in 4 Mukuru pre and primary schools; and, provisioning to meet the basic needs of the children in the 4 schools as need may be.**

Key Duties

- Organize and coordinate development of detailed implementation plans in the project sites
- Ensure the plan is implemented according to the budget and donor contractual obligations
- Prepare and submit (in a timely manner) to the National Office monthly progress reports and quarterly donor progress reports
- To ensure regular monitoring and evaluation of project activities with a view of ensuring quality implementation.
- Mobilize and organize community members to participate in community owned and managed Voluntary Savings and Loan (VS&L) Groups
- Work with relevant established community-based structures and CBOs to sensitize and enhance community awareness and understanding of the importance of Early Childhood and Care Development (ECCD)
- Regularly review project status, comparing budgeted to actual expenditure
- Maintain staff technical proficiency and productivity
- Any other duties as may be assigned from time to time by the Economic Empowerment Manager and/or the Programs Director

Person Specifications

- A minimum of a Bachelor's Degree in the Social Sciences
- At least three (3) years experience in the management of grant funded projects
- Demonstrated experience in community mobilization & organization around pertinent issues and donor report writing
- Proven organisational, analytical, negotiating, communication (oral and written) and facilitation skills
- Ability to work with minimum supervision and meet strict deadlines

Qualified candidates may submit their application letter, CV (maximum 3 pages) listing three (3) references with their email or phone contacts and current remuneration package, indicating job title and reference code to hr@ccfkenya.org. Paper applications will not be accepted. Deadline for applications is **Wednesday 10th October 2007**.

Only short listed candidates will be contacted.