

JOB DESCRIPTION

Job Title: Project Officer- CDO (Citizen and Leadership Integrity; access to justice)

Programme/Department: Citizen Demand and Oversight (CDO)

Reports to: Programme Coordinator- Citizen Demand and Oversight

Supervision: Project Assistant (s)/ Intern (s)

Duty Station: North Rift Regional office [Eldoret], with regular travel to the field

JOB SUMMARY

The job holder is responsible for project activity implementation by ensuring day-to-day effectiveness of the Citizen Demand and Oversight Programme, with a particular focus on the following pillars: Citizen and Leadership Integrity interventions; Access to Justice and Access to public services

DUTIES AND RESPONSIBILITIES

1. Leadership

- Provide effective leadership to the staff within the relevant programme area regarding interventions on the promotion of values, norms, and behaviour change;
- Provide effective leadership to the staff within the relevant programme area and the North Rift Regional office, including promotion of strategies that will increase access to appropriate redress of corruption-related injustices in public and private spheres.
- Support the effective implementation of the TI-Kenya Strategic Plan by tracking and reviewing progress, reporting, and developing implementation plans under CDO;
- Support the development of national advocacy actions and strategies to promote ethical values, norms, and behaviour among Kenyans and citizens' demand for integrity from leaders;
- Support in developing national advocacy actions and strategies to promote increased reporting and expeditious resolution of corruption-related cases and enforcement of anti-corruption laws and policies.

2. Programme Management & Reporting

- Design projects, work plans/schedules, and ensure their successful implementation to achieve overall programme objectives and TI-Kenya strategic goals around access to justice, citizens, and leadership integrity and access to public services.
- Ensure timely submission of sub-programme reports; monthly, quarterly and annual reports;
- Manage the programme's budgets, monitoring expenditure, identification of budget gaps, and proper accounts to donor funds. The task will include timely reports to donors and other relevant stakeholders;
- Track and monitor project deliverables using M&E frameworks, produce M&E reports defining project progress, and analyze results in contribution to overall strategic development in anti-corruption and governance;
- Support the identification and recruitment of qualified service providers, including procurement of assets/utilities and consultants for tasks specific to the programme. (The Project Officer shall also assist in the preparation of the terms of reference, expression of interest, and contracts in accordance with TI-Kenya policies and procedures, and will facilitate successful delivery of work by such service providers);
- Provide technical support to ensure that technical documents of the programme are fully reviewed, discussed, and appropriately disseminated. This task includes support for research, data collection, and reports;
- Assist in the coordination of programme activities, including meetings, forums, workshops, trainings, and production of reports/minutes thereto;
- Build the capacity of staff and relevant stakeholders on citizens and leadership integrity
- Develop and operationalize effective reporting mechanisms for anti-corruption governance and ensure timely periodic, monthly, and annual progress reports;
- Collaborate with programme team members to conduct timely and appropriate narrative and financial reporting with respect to all activities and grants in the CDO programme.

3. Coordination, Networking, and External Relationships

- Develop links and share experiences with relevant stakeholders to promote and mainstream transparency to achieve the TI-Kenya vision and mission;
- Provide technical support to project partners in the development of sound policies for transparent and accountable institutions of governance;

- Work with relevant partner coalitions and networks in the regional office and national level to develop collaborative programme strategies, resource mobilization, concerted efforts, and collective results for desired impact on the fight against corruption in Kenya;
- Support the capacity-building of partner institutions and coordination with regional and international TI chapters regarding legislative development;
- Collaborate with relevant research and higher learning institutions;
- Collaborate with the private sector in line with TI-Kenya policies to support transparency and accountability;
- Where appropriate, pilot international, national, or local e-learning tools and supplementary capacity building actions for local stakeholders to better understand and participate in national policy development and monitoring in anti-corruption and governance.

4. Good Practice and Institutional Learning

- Provide technical support for the development of structured opportunities of institutional learning, including project monitoring and evaluation, highlighting success stories and lessons learnt, and development of good practices.

5. Resource Mobilisation & Budget Management

- Develop exceptional proposals and/or concepts for financial support and sustainability of the programme;
- Manage project budgets and ensure maximum but prudent use of the available funds to achieve project objectives within the programme
- Develop appropriate fundraising strategies as well as sustainable alternative revenue sources;
- Map out the resource requirements of specifically assigned projects under the Citizen Demand and Oversight programme and mobilize resources targeting development partners whose criteria match the needs of the programme;
- Develop and track budgets, and monitor programme expenditure against budgets for the assigned project activities;
- Manage donor contracts for assigned projects;
- Lead social enterprise and local resource mobilization efforts for anti-corruption work through generating additional resources from consultancies about the programme objectives and mobilize resources from the private sector and citizens.

6. Public Communication and Social Media Advocacy

- Write well-thought-out, publishable articles on corruption and related topics, every two months, for management's consideration;

- Maintain an active presence on social media that is interfaced with TI-Kenya's presence in line with the organisation's social media policy and guidelines;
- In conjunction with the Communications department, initiate and participate in mainstream and social media engagements focusing on pertinent corruption issues.

7. ALAC Coordination

- Schedule client appointments, conduct initial interviews, and, where appropriate, provide legal advice, make records of clients' calls, make referrals, and follow up cases reported to the ALAC;
- Coordinate the production of publicity and awareness materials for ALAC;
- Organize and file ALAC documents and other information relating to the Regional Office;
- Develop project reports and documentation of all ALAC and other TI-Kenya activities in the North Rift Region;
- Provide overall management and compile weekly updates of the ALAC database;
- Continually review the ALAC database to identify and document trends, and develop effective advocacy strategies;
- Establish and facilitate cross-functional and multidisciplinary teams of pro-bono advocates to represent qualified clients in public interest cases on corruption and integrity;
- Identify potential public interest cases from the ALAC case log, research them, and develop multi-pronged strategies of dealing with them, including but not limited to public/strategic/impact litigation.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a bachelor's degree in law from a recognized university;
- Advocate of the High Court of Kenya;
- At least 5 years' relevant work experience in anti-corruption, elections and electoral reforms, governance, access to justice, and stakeholder engagement, including conducting advocacy initiatives among legislators, public officials, and stakeholders from different sectors;
- Proven experience in legislative drafting and advocacy;
- Proven experience in managing partnerships, particularly in the governance and anti-corruption sector;
- Proven experience in understanding the anti-corruption legal framework in Kenya;
- Experience and ability to conceptualize, implement, and evaluate programmes.

COMPETENCIES

- A person of high integrity who will model TI-Kenya's core values;
- A strong commitment to the aims, objectives, and values of TI-Kenya;
- Good communication and presentation skills – verbal and written;
- Good interpersonal/relational skills;
- Good appreciation of advocacy and community engagement
- Shown merit in work performance and results;
- Good report writing skills;
- Ability to multitask, work within given deadlines/schedules, and attention to detail;
- Good analytical and organizational skills.
- Good knowledge of TI-Kenya and the environment in which it operates;
- Demonstrated professional use of social media (Twitter, Facebook, among others);
- Familiarity with basic computer packages and understanding of data entry.
- Must be able to read, write, and speak English and Kiswahili fluently;
- Knowledge of Kenya's governance systems, institutions, and their decision-making procedures;
- Ability and experience to conceptualize, implement, and evaluate governance and policy programmes;
- Experience in proposal writing with a proven ability to secure donor funding;
- Legal review and legislative drafting.

How to Apply

Please submit your resume highlighting relevant skills and experience, along with a cover letter detailing why you are the best fit for this position here:

<https://docs.google.com/forms/d/e/1FAIpQLSezK0qf8XrnsK3cJQt02u8lsphmRAxaFDyPnjMVzZmxnDIOxg/viewform?usp=publish-editor>