



UNITED DISABLED PERSONS OF KENYA (UDPK) VACANT POSITION

The United Disabled Persons of Kenya (UDPK) is the umbrella organization of Disabled Persons Organizations in Kenya. Established in 1989, UDPK exists to advocate for and promote equal access to opportunities, inclusion and active participation of persons with disabilities in mainstream development processes and in all spheres of life.

UDPK wishes to recruit qualified persons for the following vacant positions.

PROGRAM OFFICER Basic Information

Job Title: Program Officer

Place of work: Nairobi, Westlands Status: Full

Time: 40 hours per week

Travel Requirements: frequent travel to Project sites

Supervisor: Programs Manager

Number of Posts: One (1)

We are looking for a responsible Program Officer to join a team of program staff that administer and organize multiple simultaneous advocacy programs at UDPK. The programs are aimed at advancing advocacy innovations for inclusive participation of persons with Disabilities in social, political, and economic activities at regional level. Generally, the Project Officer's duties are to coordinate engagement and participation of UDPK's member DPOs at defined regional/ county level in the implementation of Persons with Disabilities advocacy programs / projects. The coordinator's main responsibility is to ensure that advocacy programs / projects at the region are completed on time, within budget and meet high quality standards as per the programs' objectives and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities include working closely with Programs Manager and other Program Officers to prepare regional comprehensive action plans, including resources, timeframes and budgets for program/ projects. He/she will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent program management, scheduling, follow-up time management, inter-personal and communication skills, as you'll collaborate with UDPK's partners, member organizations and internal teams to deliver results on deadlines.

SPECIFIC DUTIES AND RESPONSIBILITIES ARE:

- Coordinate program and projects management activities, resources, equipment and information
- Break program projects into doable actions set timeframes and ensuring technical feasibility
- Track and analyze program/ project performance, cost performance, schedule and report to the management on the changes project scope, project schedule, and project costs, being able to suggest the improvements to all the above.
- Make sure that UDPK's partners and member DPOs needs are met as programs and projects evolve
- Provide support to DPOs in the implementation of activities to facilitate PWD participation in elections and democratic governance as well as advocacy.
- Create and maintain comprehensive project documentation
- Coordinate the design and delivery of advocacy trainings and capacity building of UDPK's member DPOs at regional level Participation in organizing and conducting program internal and external evaluation exercises
- Analyze risks and opportunities for programs and projects at the region Participate in writing up of grant proposals, reports, and presentation materials for both internal and external audiences.
- Ensure quality and timely preparation of regional monthly, quarterly and annual program reports. Undertake a baseline and monitoring data collection and analysis for all programs.
- To ensure active participation and involvement of all member Disabled Persons Organizations (DPOs) in UDPK's program projects.
- To share information and lessons learnt with program staff
- Support the development of program processes, tools and plans for partners and DPOs Provide mentoring, coaching and training to member DPOs
- Maintain excellent relations and communications with partners, Member organizations and stakeholders
- Other duties as assigned

QUALIFICATION, EXPERIENCE AND SKILLS

- Bachelor of Arts in Social Sciences, Community Development, Public Policy, Business Administration or related field
- A certification in Program/ project design, development and management, monitoring and evaluation or Grant Management is a plus.
- At least 3 years Proven work experience as a Project Officer or a similar role managing a dynamic program with diverse stakeholders.
- Experience in project management, from conception to delivery.

The application deadline is **28th February, 2019**.

Interested candidates that meet these requirements may send their applications to udpk@udpkenya.or.ke copying udpk.kenya@gmail.com; with the subject titled **Application for Program Officer Position**. Persons with disabilities are highly encouraged to apply for this position.