



P.O.BOX 641-30600

info@beyondfgmkenya.or.ke

JOB ADVERTISEMENT

Beyond Fgm Kenya is a community based organization located in Kapenguria Kenya. The CBO has been established with the main purpose of ending female genital mutilation and empowering the girl child through gender equity and education.

The organization is looking for hardworking, self-driven professionals to fill the position of accounts and administration officer and that of project coordinator.

The primary responsibility of this roles is to support the CEO in achieving organizational mission and Vision.

Line manager: CEO

Ref BFK001: Account and Administration Officer

Key roles and responsibilities:

- Work closely with program coordinator in managing and implementing projects.
- Ensuring organization statutory Compliance.
- Preparing monthly accounting reports for the donor and management purposes. This will include bank reconciliations, cash flow reports, balance sheet and fund income expenditure reports
- Lead on budget preparation and forecast based on project future activities.
- Asset tracking and management
- Processing of staff salaries Calculation of local taxes and ensuring timely payment to the respective authorities, and maintenance of records of the same.
- Review of existing finance policies, procedures and internal controls, suggest improvements and oversee the implementation of the changes.
- Carry out financial training during field visits.
- Any other duties and responsibilities which may be assigned by the CEO from time to time.

Key Qualifications:

- Have B.com or any other business related degree.
- Have completed at least CPA 2.
- Pro-efficient in using QuickBooks and Excel.
- At least three years proven experience in a finance related field with sound understanding of NGO/CBO Operations.

Ref RFK002: Program Coordinator

The Program Coordinator will be based in Kapenguria office although with regular field visit as will be instructed by the CEO. The position holder will be primarily responsible for providing leadership and technical support on the organization's programming and functioning.

Program coordinator reports to CEO

Budgetary responsibility: Yes

Key Roles and responsibilities:

- Maintain contact and interaction with partners, government agencies and all others stakeholders as is necessary for the effective delivery of organization responsibilities.
- Assist the CEO to develop detailed program work plans, including activity descriptions and timetables and manage the implementation of these activities so as to ensure the program's activities and outputs are executed on time and to adequate quality standards
- Assist in tracking the program's progress and make changes to the activity plans where appropriate, providing in each case a full justification of these changes to the CEO
- Organize and undertake project reviews, assessments and baseline surveys
- Participate actively in contributing to documentation of "success stories" and other anecdotal information to demonstrate results/impact of initiatives undertaken
- Actively run social media pages for the organization including website content development
- Prepare monthly, quarterly and final program narrative reports

- Represent the organization in meetings as delegated by the CEO.

- Contribute to the development of the Organization's fund-raising strategy and annual fundraising plan.
- Contribute in development of proposals for fundraising

Key Qualifications:

- Holder of a degree in social sciences or related field.
- At least 3 years' relevant work experience.
- Strong analytical and report writing skills as well as excellent presentation and facilitation skills.
- Willingness to travel extensively within the County, work extended periods in the field and interact effectively with stakeholders and willingness to learn new approaches.
- Ability to work in a multi-disciplinary and multicultural environment and with stakeholders at all levels.
- Excellent organization and coordination skills.
- Good interpersonal and communication skills.
- Highly proficient in MS Word, Excel, Access, Power-point and the use of Internet for research

How to Apply:

Send a one page cover letter and a full CV detailing your qualification and interests in the subject area to info@beyondfgmkenya.or.ke. Applications can also be addressed to:

**The CEO
Beyond Fgm Kenya
P.O.BOX 641-30600
Kapenguria.**

You can also submit your CV and cover letter to Beyond FGM office in Kapenguria. Locals and women are highly encouraged to apply. **Please include at least two professional references**

All applications should be received on or before **25th of November 2017**. Only shortlisted candidates will be contacted.