ChildFund International Current Job Openings

Please click on a link below to see the job description and instructions on how to apply.

**US Job Openings**

- Analyst, Business Development and Pricing
- Content and Community Manager
- Psychological Consultant for Children Affected By Emergencies
- Specialist, Monitoring and Evaluation
- Copy Editing Consultant for “Child-Friendly Spaces” Toolbox

**Kenya Job Openings**

- Gender and Youth Advisor
- Chief of Party
- Monitoring, Evaluation and Learning Advisor
- Finance and Administration Manager
- Project Officer, WASH Machakos/Kitui Project
- Agricultural Officer
- Area Manager

**Global Job Openings**

- Senior Manager, GSS/Global Accounting Lead
- Director, Resource Mobilization and Communication
CHILDFUND INTERNATIONAL

JOB DESCRIPTION

Title: Analyst, Business Development and Pricing
Div/Dept: Program and Partnerships Division
Location: Washington, DC
Reporting Relationship: Director, Business Development

SUMMARY
The Business Development (BD) & Pricing Analyst develops budgets and cost proposals for new business across ChildFund’s country offices, ensuring alignment with the technical proposal and budgeting for full cost recovery while also making a strong business case for the value for money offered by ChildFund. The BD & Pricing Analyst will play a key role in the cross-functional effort to improve cost recovery and financial management practices in the organization’s grants portfolio. As a core member of the Global Business Development team, the BD & Pricing Analyst will champion team learning and continuous improvement through gathering information, conducting analyses, and drafting reports and presentations. The BD & Pricing Analyst will have opportunity to contribute to strategic projects and develop new skills through supporting the Director of BD on special projects focused on improving the effectiveness and efficiency of BD operations.

DUTIES/RESPONSIBILITIES
Cost Proposal Development (50%)
Develops budgets and cost proposals for new business across ChildFund’s country offices, ensuring alignment with the technical proposal and budgeting for full cost recovery while also making a strong business case for the value for money offered by ChildFund.
1. Review and analyze donor solicitations to understand the terms and conditions and convey any unique or risky contract terms to BD Advisors and other relevant staff. Prepare contractual clarification questions in response to solicitations.
2. Create and/or modify budget templates to meet specific requirements of funder solicitations. Ensure that the proposal team is educated on donor requirements for the cost proposals and prepare additional guidance and tools to facilitate cost proposal preparation.
3. Collaborate with country finance, program, and technical staff to ensure all activities are included and priced correctly; in line with both internal policies and expectations as well as donor requirements.
4. Reviews, edits and finalizes explanatory budget narrative to accompany budget in cost proposal.
5. Review cost proposals developed by other cost and pricing staff or regional financial staff to ensure accuracy, completeness, and compliance.
6. Prepares justifications and supporting documentation to secure waivers of internal policies where necessary.
7. Attends and participates in handover meetings of successful awards.
8. Provides training, as needed, on the use of pricing templates and processes, to other ChildFund staff. Reviews project budget modifications and assist with project financial management on an ad hoc basis during non-proposal periods.

Business Development Analytics, Research & Learning (25%)
Gather information, conduct analysis, and draft reports in support of BD team objectives and KPIs.
1. Conduct periodic analyses of the effectiveness and efficiency of BD operations, including pipeline management, go/no-go decision-making, after action reviews, and donor debriefs.
2. Assist in the development and implementation of business development guidelines, policies, and protocols and support capture of learning from business development processes.
3. Prepare regular BD Pipeline and Tracker reports for internal distribution.
4. Monitor external trends and work with the Director of BD to develop recommendations for senior leadership and internal thought pieces.
5. Support the Business Development Director and External Engagement Senior Director in various ad hoc reporting and presentations using PowerPoint, Excel, Word, and various data visualization tools.

Projects and Cross-Functional Collaboration (25%)
1. At the direction of the Director of BD, scope, manage, and/or support a range of special projects focused on improving the effectiveness and efficiency of BD operations.
2. Together with Finance, advance efficient and effective budgeting and cost recovery practices through participating in cross-functional working groups, developing specific guidance and tools, and facilitating training. Provide guidance to ChildFund staff about practical strategies for improving cost recovery and the importance of this effort for our work.
3. Identify opportunities and recommend changes that will enhance cost recovery for the organization.
4. Liaise with Grants Management team to coordinate efforts to improve QA/QC of grants information.

Other duties and tasks as assigned.

QUALIFICATIONS

Required
- At least 3 years of directly relevant professional work experience required, preferably in a grants or contracts-funded environment. Expertise in a technical subject directly related to ChildFund’s programming will be considered an asset.
- Demonstrated experience leading development of budgets for complex, competitive bids to USAID, DFID, or other similar donors.
- Demonstrated knowledge of applicable cost principles and regulations for USAID or another USG donor (Agriculture, Labor, State) required. Knowledge of multilateral donor requirements preferred.
- Demonstrated attention to detail and strong quantitative and analytical skills
- Advanced proficiency in MS Excel; proficiency in Word and PowerPoint.
- Excellent organizational skills and proactive working style and attitude. Proven capability to work with peers and superiors to solve problems and meet deadlines.
- Strong interpersonal and written communication skills required. Experience working in cross-cultural settings or teams preferred. Demonstrated ability to articulate information clearly and effectively to decision-makers and other audiences.
- Willingness and ability to travel internationally as required (up to 20%).
- The ideal candidate will exhibit a strong desire to learn and grow, persistence in the face of challenges, and readiness to meet demands of working in a fast-paced professional environment.

Preferred
- Experience preparing visual or other creative presentations of data for decision-making.
- Spanish or French language proficiency
- Experience developing and facilitating training, especially related to cost proposal preparation or financial management
- Candidate able to be based in Washington, DC

EDUCATION
• Bachelor’s degree required, preferably in business, finance, economics, social sciences, or related field
• Training or certification related to budgeting, financial management, project management in the international development field strongly preferred

ChildFund International is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children. **Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**NOTE:** All interested applicants must be authorized to work in the U.S. at the time of application. **EOE/M/F/D/V**

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Scope of Work for Content and Community Manager

Title: Content and Community Manager Consultant
Div/Dept: Programs and Partnerships
Location: Remote
Reporting Relationship: ECDAN Executive Director

ECDAN Overview
Launched in 2016 by UNICEF and the World Bank Group, the Early Childhood Action Network (ECDAN) is a global network that connects, gathers, disseminates, and advocates for cross sector solutions to improve the overall wellbeing of young children and families so that every young child is safe, well-nourished, healthy, happy and learning. Since its inception in 2016, hundreds of members of the ECD community have contributed recommendations for the type of network needed by the ECD community to advance the goals of its agenda - moving from science to scale and accelerating progress towards achieving the relevant Sustainable Development Goals for early childhood development.

Purpose
The ECDAN Secretariat seeks to engage a Content and Community Manager to be an integral part of the ECDAN Secretariat based in Washington DC and working with ECDAN partners and networks across the world. The Content and Community Manager will be ECDAN’s lead on ensuring that ECDAN’s online website and knowledge and community platform is updated, responsive, and a hub for a thriving, global ECD community. They will focus on delivering maximum value to users and continually seeking to understand and respond to user needs while monitoring and improving the overall site experience. They are the first point of contact for anyone needing assistance with the site, ensuring that users have the content, answers and connections they need to deliver impact for ECD. They will also routinely collect, synthesize and compile resources from external sources to keep the site relevant and interesting and will work with the Communications and Program Associate to send out engaging site updates and announcements featuring what’s new and interesting on the site.

Our ideal candidate will have expertise and interest in managing online content and communities. They will have a high level of responsibility for establishing and maintaining effective and constructive working relationships both internally with the ECDAN team and externally and will be responsible for active and interactive communication across the network. The successful candidate will have the opportunity to grow a dynamic global network, have the ability to prioritize and balance multiple assignments. They will be collaborative, proactive, resourceful, and dependable.

Duties and Responsibilities
The Content and Community Manager will support the ECDAN Secretariat with the following tasks:

Content Manager
- The content manager will oversee all content creation and updating activities for ECDAN’s knowledge platform and website.
- Facilitate a participatory process with ECDAN secretariat to develop content strategy and standards aligned with ECDAN’s short-term and long-term strategic goals
- Ensure that ECDAN’s knowledge platform and website are regularly updated and maintained in accordance with the content strategy, and the design style and layout guidelines established by ECDAN’s design consultants.
- Co-develop guidelines for the content curation process for ECDAN and implement process for gathering ECDAN’s online content
- Ensure content is of a high standard by editing, proofreading, and ensuring they are from reputable sources.
- Coordinate with the Community and Program assistant on the development of the website content including contacting and identifying writers for blogposts and articles; featuring fresh resources on ECDAN’s homepage; collecting and featuring success stories; ensuring
that past webinars and other knowledge products are promptly uploaded on the knowledge platform and advertised to users.

- Liaise and communicate with content producers to ensure their content reflects ECDAN’s standards
- Use content management and analytics systems to analyze website traffic and user engagement metrics and track selected KPIs
- Liaise with ECDAN’s Communications and Program Associate to repurpose content and distribute content to other online channels and social media platforms to increase web traffic as well as repurposing content for other mediums like video and infographics.
- Develop an editorial/content calendar and ensure that the ECDAN secretariat and communities of practice follow the calendar
- Ensure compliance with law (e.g. copyright and data protection)
- Liaise with ECDAN secretariat members to stay up-to-date with developments and generate new ideas to engage ECDAN’s different stakeholder groups globally
- Maintain, & update ECDAN’s knowledge databases in collaboration with the Secretariat for ECDAN’s knowledge platform
- Optimize content according to SEO
- In collaboration with the web developer, provide periodic reports of ECDAN’s knowledge platform’s usage & support the development and implementation of strategies to improve access to and usability of ECDAN’s knowledge platform, ensuring that the right knowledge products are being accessed and used by relevant stakeholder groups.
- Track any bugs and issues that arise, troubleshoot and fix what is possible and periodically liaise with Higher Logic to fix issues
- Keep track of long-term updates to be made to the website and the platform
- Develop a branding strategy and guidelines in accordance with the design decisions.

Community Manager

- Serve as the network’s internal and external online community manager to increase engagement of existing community members
- Recommend and implement engagement tactics, design and execute marketing campaigns including incorporating community into programming, communications strategy, annual conferences, events and other relevant initiatives
- Map goals and priorities to increase community engagement for upcoming year, and develop tactical plan to support attainment of these goals
- Develop on-brand messaging that best represents the voice of the community and tone online and incentivize user-generated content creation and sharing
- Create and maintain KPI dashboard on community engagement performance
- Conduct annual performance evaluation, and establish goals to support continuing community growth
- Monitor and report on feedback and online reviews
- Organize and participate in events to build community and boost awareness about ECDAN and ECD-related initiatives
- Stay up to date with digital technology trends
- Respond to comments and user queries in a timely manner and flag ussies with the ECDAN secretariat
- Coordinate status updates to report on outstanding and recently resolved issues

Qualifications

- 3-5 years of proven work experience as a content manager and/or community manager with relevant experience with content management systems and community management platforms
- Hands on experience with relevant software and programs like MS Office, HigherLogic, Basic working technical knowledge of HTML, CSS and web publishing preferred
• Knowledge of Google Analytics, SEO and web traffic metrics
• Bachelor’s degree in relevant field pertaining to journalism, marketing, or web development
• Experience launching community initiatives (e.g. building an online forum, launching an ambassador program...)
• Familiarity with the business applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.)
• Strong creative written and verbal communication skills
• Experience working with cross-functional teams and ability to multi-task in a fast-paced, deadline-oriented environment for a growing, dynamic network
• Strong organizational skills and attention to detail
• High level interpersonal skills and cultural sensitivity to work with diverse networks across the world
• Self-motivated with ability to work both as part of a team and independently
• Possesses a spirit of intellectual curiosity, creativity, and innovation

Duration of task completion

The assignment is by contract for 8 months and duration will be from January 2020 to August 2020. The contract may be extended depending on performance and availability of funding.

Procedure for submission of expression of interest
• Interested consultants should submit documents mentioned below to info@ecdan.org with the subject “Content and Community Manager”
• An updated resume highlighting your specific relevant experience
• An application letter including remuneration requirements (daily rate).
• Only short-listed candidates will be contacted

Deadline for applications is December 15, 2019 at 11:59pm (EST)

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Scope of Work for: Psychological Consultant for Children Affected by Emergencies

Title: Psychological Consultant
Div/Dept: Programs and Partnerships
Location: Remote
Reporting Relationship: Senior Advisor, Child Protection

Background:
In emergencies, girls and boys of all ages face increased risks to violence, abuse, neglect and exploitation. The Child-Friendly Space (CFS) approach has been used repeatedly over the past 15 years in emergency relief and recovery to respond to the needs of children and promote recovery following natural disasters and emergencies. The specific purpose of CFS is to bring a sense of normalcy to affected communities through providing protection, psychosocial recovery and well-being, informal learning, and a gateway to engaging the wider affected community. ChildFund International has been establishing Child-Centered Spaces (CCSs), Childfund's (CF) own approach to CFSs, during and following emergencies for the past 10 years. The rational for implementation is grounded in ChildFund International's commitments to education for all children, children's rights, and protecting children from abuse and exploitation in dangerous environments while also promoting their positive development and well-being.

ChildFund is able to reach hard-to-access locations through its strategic work with local partners including conflict settings, remote areas, and politically sensitive regions. This approach reduces the initial costs required for the set up and recruitment of staff needed for CFS. Therefore, ChildFund is updating its guidance and implementation of CFS; shifting implementation from a “Space” set-up approach to a community-based child protection system strengthening approach. Through this process, ChildFund International will be able to deliver: Psychosocial Support for children and communities; as well as Child Protection Services, Community Mobilization and Support, and structured activities for the well-being of children and youth.

ChildFund’s Emergency Management Unit is seeking a Psychosocial expert that will support the development of a Psychosocial Support Training Package for children, adolescents, and community members to be adopted by ChildFund country offices. The PSS training package is an integral part of the newly updated guidance on CFS that is currently under review at ChildFund. The new guidance includes nine (9) components that support implementation of high-quality child-friendly spaces interventions. Each component includes a list of activities that Staff can use during pre-positioning and implementation phases; a list of input indicators to monitor implementation; as well as tools that support swift implementation during Emergencies. The ToolBox outline:

I. Introduction
II. Coordination with government and relevant authorities including UN, International NGOS and Local NGOs.
III. Community Mobilization
IV. Building a Physical Safe Space
V. Outreach Component
VI. Structured Activities and Psychosocial Support- Specific Section on Youth.
VII. Child Protection and strengthening referral mechanism.

VIII. CFS transition to community.

IX. Monitoring and Evaluation

This consultancy will support the CFS team at ChildFund in developing structured activities and the psychosocial support component by developing a training package to be rolled-out in the field during CFS implementation. The package should capitalize on existing resources, including but not limited to: ChildFund, Inter-agency Network for Education in Emergencies (INEE) and UN Migration -IOM, and Child Protection Minimum Standards (CPMS).

**Scope of the Assignment:**

ChildFund is seeking a consultant that will support the Emergency Team in developing a Training Package for staff and local partners on Community-Based Psychosocial Support. The training package will allow staff and local partners to:

- "Improve the wellbeing of children and youth through provision of basic education and age appropriate group activities e.g. play, sports, art and craft, music;
- Enhance resiliencies through structured skills and assets-based programming;
- Address the specific needs of adolescents through leadership training, life skills such as Sexual and Reproductive Health, youth centered outings, cultural events, hiking and peer support groups;
- Strengthen the capacity of family and community to protect children through positive parenting and discussion/support groups."

**Methodology:**

Develop a training package based on existing materials available to ChildFund and other open source materials developed by other organizations. This includes but not limited to the following resources:

- ChildFund Philippines ‘s PSS package.
- ChildFund’s Voice Now! Youth Centered Design resource
- Manual on Community-Based Mental Health and Psychosocial Support in Emergencies and Displacements developed by IOM funded by USAID.
- INEE Guidance Note on Psychosocial Support
- IRC’s Girl Shine Package
- Other materials identified by consultant.

ChildFund will utilize PSS guidance developed for Philippines as its main document; to align with child protection minimum standards and integrate community/family-approach based on the experiences of other agencies expert in the field identified by ChildFund Staff or consultant assigned for this mission. It is key that training package provide an overview of concepts; more importantly provide staff the skills and knowledge to build a PSS and recreational package that can be rolled-out in the field and contextualized according to the needs.

**Location:** home-based

**Consultancy Manager:** Radwa el Manssy Srn. Child Protection in Emergency Advisor.
**Description of the Assignment:** Roles and Responsibilities

**Key Tasks**

- Review of CPMS 2nd edition pillar and available resources that support the design of Training Package.
- Deliver a draft of training package on community-based PSS.
- Finalize a training package for ChildFund after receiving feedback from ChildFund.

**Deliverables**

- 1. An outline of the training package including modules, time of each module and reference resources that will be used.
- 2. A Facilitator Guides, Presentations and Handouts and list of resources.
- 3. A training package that includes the revision of ChildFund International Staff. The final training package must include: A) a background on methodology, target audience and an outline of the training package. B) A facilitator guide for each day, presentations in PowerPoint, handouts and resource list.
- 4. All training package will be provided electronically and must be open for editing.
- 5. All training package must be edited in English with no language errors.

**Total Number of Days Proposed:**

The following schedule is tentative and will be revised after the submission of the training package’s outline.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PSS Training Package’s Outline</td>
<td>1 days</td>
</tr>
<tr>
<td>2. Development of Training including facilitator guide per day, PowerPoint presentations, and handouts, and list of resources.</td>
<td>7 days</td>
</tr>
<tr>
<td>3. Integrate ChildFund International’s Feedback</td>
<td>2 days including several skype calls (depending on the need) with CFS tasks.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10 days</strong></td>
</tr>
</tbody>
</table>

**Division of Responsibilities:**

- Consult with ChildFund on the timeline, scope, and planned content for the PSS training package components and key resources from which the content should be drawn.
- Develop components of PSS training package, based on work developed by ChildFund, including introduction section, facilitator guides, PowerPoints,
- Integrate comments provided by ChildFund reviewers, using track changes to note the changes.
- Adhere to the timeline agreed with ChildFund
- Raise any concerns on the content or timeline with the manager of the consultancy.

**Qualifications/ Specialized Knowledge Required for Assignment:**
Experience and background in Psychological Support in Humanitarian Settings, preferably with children is a MUST.

Field Experience in PSS interventions implementation in Emergency Context is preferred.

Previous experience in supporting/ implementing initiatives in Child Protection and PSS for Children.

Strong knowledge of PSS standards and interventions in a must.

Strong experience in developing capacity building interventions especially training on the relevant issues.

Strong experience in project management techniques and ability to prioritize workflow based on a constantly changing, face-paced and multi-disciplinary environment.

Ability to work on a project from concept to completion, organize large amounts of information across multiple issues, and translate it into clear messages and presentation mock-ups.

Ability to introduce new and innovative methods of creative execution within the digital and printed space.

Child Safeguarding

ChildFund International is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.

Note: applicants are required to submit their CV and a sample of their work in PSS interventions, preferably a training outline or PowerPoint presentation developed by the applicant.

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
ChildFund International’s Global M&E System is designed to help the organization improve outcomes for children through informed data-driven decision-making. Global M&E data include basic demographics about enrolled and sponsored children served by ChildFund and its affiliated partners as well as population-level indicators associated with positive outcomes for children, their families and their communities. These data are collected through surveys administered to children and their caregivers.

SUMMARY

The M&E specialist will directly support ChildFund’s Global M&E plan for FY20 – FY22. This specialist will support the Child Verification process in Asia and Africa, the development and implementation of Global M&E data collection tool and as needed support the data collection aspect of the School Violence Prevention Program in Sri Lanka and Sierra Leone. This position will support the development and implementation of a mobile data collection application for Global M&E; will work closely with the Sr. Advisor, M&E to build and test different mobile data collection tools, coordinate data collection efforts globally and support data analysis and reporting on different projects.

DUTIES/RESPONSIBILITIES

Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

Global MEL Platform Development
- Support the creation and implementation of a new Global M&E data collection platform
- Provide support in the creation and implementation of the child verification tool
- Assist in the coordination of data collection efforts in country (collect data collection plans, assist in the development of child databases)

Global MEL Data Collection Tools and Processes
- Under the direction of the Sr. M&E advisor, prepare mobile data collection surveys
- Manage data files, code and generate samples
- Coordinate data collection efforts in collaboration with other M&E staff

Global MEL Data Aggregation & Analysis Processes
- Support the global M&E data aggregation and analysis processes.

Development of Reports for Internal and External Use
- Support the development / creation of standard dashboards, and design reporting templates and other data visualization tools to enable the management of global MEL processes and to support managers' knowledge and understanding of programmatic progress and results.
- Develop and deliver standard and custom data reports, as assigned.

Project and Program Model M&E
- Support M&E needs in project roll-out as needed.
- Work with the Country Office M&E Advisors on identifying the needs and opportunities to tie Grants M&E into the global M&E system.
QUALIFICATIONS/EXPERIENCE

The ideal candidate will have basic evaluation skills including data collection methods, data management (cleaning, coding, merging, sampling), analytical skills (interpret outputs) and reporting skills (interactive data reports).

- Minimum 3 years work experience in monitoring and evaluation
- Experience with statistical data analysis (preferred)
- Strong technical skills including ability to process and analyze data using one or more statistical software packages, e.g. SPSS, Epi-info, Stata, MS Access. Advanced Excel skills.
- Proven ability to present information in user-friendly formats (required)
- Excellent oral and written communication skills
- Advanced computer skills, with proficiency in using Microsoft Office suite applications, e.g. Word, Outlook, Power Bi, and Excel (required)
- Experience with mobile data collection tools and platforms (preferred)
- English proficiency is required and proficiency in another language is highly desirable

EDUCATION

- Bachelor’s degree in Data Analysis, Statistics, Business Analytics, or another discipline with relevant coursework, or must possess the equivalent relevant work experience to ChildFund’s core business; Master’s degree preferred

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Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

NOTE: All interested applicants must be authorized to work in the U.S. (for Washington DC applicants) or in the specified country (for Global applicants) at the time of application.

EOE/M/F/D/V

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Introduction

In emergencies, girls and boys of all ages face increased risks to violence, abuse, neglect and exploitation. The Child-Friendly Space (CFS) approach has been used repeatedly over the past 15 years in emergency relief and recovery¹ to respond to the needs of children and promote recovery following natural disasters and emergencies. The specific purpose of CFS is to bring a sense of normalcy to affected communities through providing protection, psychosocial recovery and well-being, informal learning, and a gateway to engaging the wider affected community.² ChildFund International has been establishing Child-Centered Spaces (CCSs), Childfund’s (CF) own approach to CFSs, during and following emergencies for the past 10 years. The rational for implementation is grounded in ChildFund International’s commitments to education for all children, children’s rights, and protecting children from abuse and exploitation in dangerous environments while also promoting their positive development and well-being.

In 2019, ChildFund International revised its own tools and guidance in line with Child Protection Minimum Standards 2nd edition. The update CFS is a toolbox that is divided into nine (9) steps that supports in implementing a high-quality child-friendly spaces intervention. Each step includes a list of activities that staff may considering during pre-positioning and implementation phases; a list of input indicators to monitor its implementation; as well as tools that support swift implementation during Emergencies.

Step 1: Planning for Child-Friendly Spaces
Step 2: Community engagement and mobilization
Step 3: CFS structure and safety
Step 4: Staff recruitment and code of conduct
Step 5: Child Protection Program linked to CFS
Step 6: Outreach program to reach excluded children
Step 7: Monitoring and evaluation component
Step 8: Psychosocial Package
Step 9: CFS transition to community and exit

Scope of work:

Child Fund International is recruiting a consultant to carry out copy editing for the “Child-Friendly Spaces” Toolbox

Carry out copy-editing of the final draft text, tools, PowerPoint slides including language and layout; ensuring accuracy, consistency and readability of message, tools and PowerPoint components. It is estimated that the number of words will be approximately 40,000.

Responsibilities: Assignments delivered on time and of good quality.

Tangible and measurable outputs/deliverables of work assignment (e.g., end products), delivery dates, and costs:

Copy-edited text to be delivered to the toolbox author supervisor in Microsoft Word in tracked changes version and clean version; The consultant may be required to be in contact liaise with the toolbox author to resolve any questions relating to report copy or content.

Duty station: Consultant is expected to work home-based/ remotely and report to ChildFund International.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Estimated Word Count</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>8,000</td>
<td>5 Feb</td>
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<tr>
<td>Step 1: Planning for Child-Friendly Spaces</td>
<td></td>
<td></td>
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<tr>
<td>Step 2: Community engagement and mobilization</td>
<td></td>
<td></td>
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<tr>
<td>Step 3: CFS structure and safety</td>
<td>9,000</td>
<td>12 Feb</td>
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<tr>
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<td>Step 6: Outreach program to reach excluded children</td>
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<tr>
<td>Step 7: Monitoring and evaluation component</td>
<td>7,000</td>
<td>19 Feb</td>
</tr>
<tr>
<td>Step 8: Psychosocial Package</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 9: CFS transition to community and exis</td>
<td></td>
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</tr>
</tbody>
</table>
Start Date: 01 Feb 2020

Milestones will be reviewed, and performance assessed in line with the deadline for deliverables, noted above.

Performance indicators for evaluation of results: High-quality editing, deadlines met, accuracy and attention to detail.

Qualifications or specialized knowledge/experience required:

- At least a Bachelor’s in English or related field
- Superior editing and writing skills, acquired over at least 5 years of experience at (Mid-level)
- English native speaker or equivalent level
- Sensitivity to nuances and the ability to think and write analytically
- Experience with copy editing of tools, trainings and others.
- Portfolio that includes copy editing of humanitarian documentations and manuals.
- Demonstrated understanding of international humanitarian issues and/or issues concerning children; familiarity with the subject of the publication desirable
- Ability to effectively grasp and incorporate comments from multiple authors to fit a defined publication style and format
- Previous experience working with an international organization on development issues is desirable

How to Apply Applicants are requested to send their submissions to rmanssy@childfund.org with subject line “Copy-Editor for CFS Toolbox” by 24 Jan 2020, 9:00 am EST.

Applications must include:

Cover letter, CV, and Sample of previous work

Please indicate your ability, availability and rate per words (in US$) to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered
ChildFund International
Job Description

Title: Senior Manager, GSS/Global Accounting Lead
Div/Dept: Finance and Accounting Global Team
Location: Various
Reporting Relationship: Controller

SUMMARY
Provide leadership for the Accounting function of all Country and Regional Offices ensuring compliance with US GAAP, organizational policies and procedures and local regulations. Responsible to coordinate with Controller, Country Office Directors and Global Finance Team in establishing and meeting expectations as established in SLAs for GFAST (Global Finance and Accounting Services Team).

DUTIES/RESPONSIBILITIES
• Ensure timely and accurate general accounting to meet reporting and analysis needs for RO/C0’s such as:
  o Accounts Payable and Disbursements
  o Cash processing and management
  o Cash controls, reconciliations
  o Payroll and benefits accounting including LOE (SPC)
  o AR and other general ledger entries
  o Monthly and Year end general ledger closing
  o Local tax and statutory reporting and compliance
  o Respond to internal and external audits as well as other reporting and analysis needs
• Ensures that all accounting transactions are processed and recorded according to US GAAP and company policies and procedures as well as local regulations and IFRS.
• Assess current business practices of current country offices and standardize processes and procedures as well as policies as needed.
• Support the automation and connectivity that ensures effectiveness and efficiencies of shared services.
• Coordinates and provides information as needed to the Global Finance Team and Corporate Accounting.
• Participates as a leader on the GFAST management team that oversees and monitors the global finance and accounting timelines and deliverables.
• Coordinates with Controller, Country Office Director and Areas Finance Managers in order to best meet local financial management and reporting needs. Monitors and measures deliverables.
• Management and oversight of accounting team; ensuring skills development, productivity, efficiency and accuracy in work performed; responsible for hiring
and retaining qualified Accounting Managers. Incorporates feedback from Areas Managers, Finance Managers and Country Office Director around performance of staff.

- Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

**QUALIFICATIONS/EXPERIENCE**

- 7+ years experience in international finance or financial management; exposure to INGO finance environment preferred
- Demonstrated of knowledge of generally accepted international accounting principals, internal controls, auditing, and grants management
- Demonstrated ability to lead strategic initiatives
- Strong project management skills.
- Strong relationship management skills.
- Evidence of critical and analytical thinking; pragmatic problem-solver/able to confront issues & achieve effective resolution
- Strong personnel management skills; including the ability to train/develop others in financial management & accounting
- Cross-cultural sensitivity & experience
- Effective under pressure, results oriented & proactive
- Commitment to continuous learning and professional integrity
- Computer literate – Word processing, spreadsheets, internet
- Fluency in English required, proficiency in French, Spanish or Portuguese preferred
- Required travel of 30 – 40% in developing nations with limited infrastructure

**EDUCATION/CERTIFICATIONS**

Bachelor’s degree in Finance, Business or equivalent relevant work experience; post graduate degree preferred; CPA or CMA designation highly preferred

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**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**EOE/M/F/D/V**

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
CHILDFUND INTERNATIONAL
JOB DESCRIPTION

Title: Gender and Youth Advisor
Location: Country Office
Reporting Relationship: Chief of Party

SUMMARY
The Gender and Youth Advisor, will ensure that the social dimensions of malnutrition, food security, and community resilience are effectively addressed at all levels and across all active components of the project. This position is contingent upon receipt of donor funding and will be based in Nairobi, Kenya.

DUTIES/RESPONSIBILITIES

• Provide technical leadership and management in the programming and implementation of gender and youth integration.
• Develop and deliver gender, youth, and social inclusion-focused training sessions to ensure they are appropriately addressed in all project activities.
• In close collaboration with M&E Advisor ensure that gender and youth dynamics components are reflected in the analysis, assessments, and adaptive management and learning strategies and processes.
• Oversee the setting of indicators for assessing progress with gender and youth integration, adapted to specific contexts of the project.
• Ensure the project captures required level of gender and youth disaggregated data and gender specific success stories.
• Support programming staff in incorporating gender and youth issues in project MEAL systems (performance questions, indicators, sampling methods, procedures, etc.);
• Assist in gender sensitive participatory planning and support implementation.
• Arrange the dissemination of information from MEAL data on the degree to which gender and youth-related objectives are being achieved and the gender-differentiated impact of the project.
• Lead the execution of the Youth Empowerment Activity Plan.
• Liaise with key external stakeholders to provide guidance on gender and youth perspectives in all aspects of the award.
• Provide leadership and technical support to local partners in developing effective gender and youth-focused project strategies.
• Ensure that the project is in compliance with gender and youth related USAID requirements.
• Assist partner staff to communicate information from the field to the appropriate decision-making forum on the gender integration in activities undertaken in all components, processes and impacts.
• Provide support, coaching, mentoring and technical guidance to partner gender officers.
• Develop and lead the integration of social dynamics into all capacity-building efforts.
1/29/2020

- Develop capacity building plans and strategies and identify relevant training and learning opportunities for the project staff to advance knowledge and skills in gender and youth; manage a gender and youth learning agenda in alignment with the projects Learning policies and procedures.
- Ensure inclusion of gender and youth learning agenda as part of the projects annual learning and development plans.
- Supervise and mentor project specific Gender and Youth Officers through a matrix management model, through shared project and partner visits, coaching sessions, and coordination with the Gender and Youth Officers’ direct line supervisors.
- Attend important and relevant events on gender and youth relevant to the project to disseminate information on progress made in gender mainstreaming as necessary.
- Represent the project at workshops and events on gender and/or youth integration.
- The Gender and Youth Advisor directly supervises project-based gender staff and participates in the hiring and supervision either directly or indirectly of future gender staff. Additionally, s/he will provide support in mentoring all gender-focused staff across the consortium.

QUALIFICATIONS

- Bachelor’s degree in a social science discipline, gender studies or relevant field required; master’s degree preferred
- Minimum 7 years of field experience at the community level required

SKILLS AND EXPERIENCE

- Demonstrated skills in participatory learning and action and facilitating collaborative problem solving
- In-depth understanding of gender, age, and other locally significant socio-cultural factors in the context of Youth empowerment programming and a demonstrated capacity to lead the collection, analysis, and utilization of information from a broad range of sources
- Strong leadership skills and demonstrated experience collaborating, networking and communicating with diverse stakeholders including country-level institutions
- Ability to foster commitment and build capacity among activity staff and in-country actors to ensure gender and youth integration and empowerment;
- Excellent oral and written communication skills in English
- Strong mentoring and facilitation skills
- Experience working in low resource environments
- Demonstrated experience in adaptive management and learning techniques is highly encouraged
- Excellent interpersonal and communication skills with the ability to influence and interface with senior members of the business/Society
- Self-motivation, strong team spirit and ability to effectively manage interpersonal conflict
- Good analytical and problem-solving skills
Commitment to gender and youth issues in food security programming and possess cultural awareness and sensitivity

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Application Procedure
Interested candidates who meet the above qualifications should send their applications to KenyaHR@childfund.org to reach us not later than Friday, 10th January 2020;

Human Resources Director
ChildFund Kenya
P.O. Box 14038-00800,
Nairobi

Only shortlisted candidates will be contacted.

Job disclaimer and notification:
Beware of scams - ChildFund Kenya does not ask for payment at any point during our recruitment process.
Title: Chief of Party
Location: Country Office
Reporting Relationship: Country Director

SUMMARY
The Chief of Party (COP) will oversee a core project team that includes Finance and Administration Manager, Monitoring Evaluation, and Learning Advisor and will serve as primary liaison with USAID, government counterparts, and key stakeholder representatives. This position is contingent upon receipt of donor funding and will be based in Nairobi, Kenya.

DUTIES/RESPONSIBILITIES

• Provide technical direction and oversight of project activities;
• Maintain positive relations with the client, government counterparts, and program partners;
• Promoting clear and constructive communications with the client to ensure a shared vision for project activities and outcomes, address implementation challenges, and encourage the sharing of best practices and project successes;
• Ensure project activities are compliant with the approved work plan and that project results are aligned with the project monitoring plan;
• Ensure the accuracy and technical quality of all project deliverables, including periodic performance reports, financial and technical reports, training materials, and instructional materials;
• Supervise project personnel, including, finance and Administration Manager and Monitoring, Evaluation and Learning Advisor; and engage other support units for technical and administrative support as needed.
• Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

QUALIFICATIONS

• A graduate degree in a relevant field such as education, international development, non-profit management, OR a Bachelor’s degree plus two years of work experience (in addition to the eight years of experience required below)

• Eight years of relevant experience in leading programs focused on research, youth services, workforce development, livelihoods, and/or private sector development, with at least four of those in Kenya or countries similar to Kenya;

• Demonstrated success working at the community level assessing challenges, creating and implementing solutions, and achieving measurable results in development projects
SKILLS AND EXPERIENCE

• Experience cultivating relationships and collaborating with a variety of stakeholders including youth, government ministries and officials, NGOs and donors, evaluators, and community-based institutions, preferably in Kenya.

• Demonstrated experience with, understanding of, and commitment to positive youth development and gender equality approaches and strategies around livelihoods and well-being, particularly for adolescent girls and young women.

• Demonstrated experience with facilitative and partnership approaches, to include youth, higher education institutions, government, and the private sector.

• Technical experience in education development and research and a strong understanding of higher education institutions and community development.

• Demonstrated achievement in advancing innovation, scale, and sustainability

• Demonstrated commitment to collaborating, learning, and adaptive management

• Significant experience in designing and facilitating interactive meetings and workshops

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Title: Monitoring, Evaluation and Learning Advisor
Location: Country Office
Reporting Relationship: Chief of Party

SUMMARY
The Monitoring, Evaluation and Learning Advisor provides technical assistance in the development and implementation of monitoring and evaluation systems for the grant; develops capacity in program monitoring and evaluation management, and promotes networking with program stakeholders. This position is contingent upon receipt of donor funding and will be based in Nairobi, Kenya.

DUTIES/RESPONSIBILITIES

• Establish and implement a comprehensive organizational M&E and knowledge management system to enhance impact monitoring, quality control and evaluation in order to improve internal processes and results delivery.

• Develop, monitoring and data collection plans and methodologies, including appropriate tools, and oversee quality implementation of M&E activities to meet USAID standards;

• Support in designing and conducting baseline surveys, mid-term evaluations, specialized studies and final evaluations to include sampling methodologies, data collection instruments, analysis and report development.

• Provide support on reviews and reflections with implementing staff and communities and analyze data trends towards objectives achievement.

• Support development of the project management information system (MIS), harnessing new information technology for the compilation, analysis, storage, and retrieval of data and knowledge for programs development; provide technical assistance on data quality and integrity.

• Develop and document M&E framework identified at strategy development stage into an M&E system, with all sub-systems (planning, monitoring and evaluation) and well defined performance indicators.

• Ensure program designs ensure rigorous logic between activities, outputs, results and indicators, i.e. to ensure that the project is based on logical and sound log frames.

QUALIFICATIONS
• A graduate degree in a relevant field, such as education, international development, non-profit management, with focus on evaluation methodologies OR a Bachelor’s degree and two years of work experience (in addition to the five years of experience required below)
• Five years of relevant experience in designing and implementing M&E and learning systems, preferably within education, livelihoods, or private sector development programs in Kenya or similar country contexts
• Experience in relevant technical areas, such as survey and research tool design, data collection, statistical analysis, qualitative research, and dissemination of results
• Experience on the use of M&E systems to support a learning agenda and evolve a theory of change to maximize impact

SKILLS AND EXPERIENCE

• Experience cultivating relationships and collaborating with a variety of stakeholders including youth, government ministries and officials, NGOs and donors, evaluators, and community-based institutions, preferably in Kenya.
• Demonstrated experience with, understanding of, and commitment to positive youth development and gender equality approaches and strategies around livelihoods and well-being, particularly for adolescent girls and young women.
• Demonstrated experience with facilitative and partnership approaches, to include youth, higher education institutions, government, and the private sector.
• Technical experience in education development and research and a strong understanding of higher education institutions and community development.
• Demonstrated achievement in advancing innovation, scale, and sustainability
• Demonstrated commitment to collaborating, learning, and adaptive management
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ChildFund Kenya
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Nairobi
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CHILDFUND INTERNATIONAL
JOB DESCRIPTION

Title: Finance and Administration Manager  
Location: Country Office  
Reporting Relationship: Chief of Party

SUMMARY
The role of the Finance & Administration Manager (FAM) is to provide leadership and guidance to the Financial Management and Accounting unit of the USAID grant. The FAM is also the custodian of financial management policies and procedures that ensure effective and efficient use of grant resources. This position is contingent upon receipt of donor funding and will be based in Nairobi, Kenya.

DUTIES/RESPONSIBILITIES

• Manage daily operations and monitor the grants financial transactions to ensure that these are in line with fund accounting policies.
• Ensure that all financial operations are carried out in accordance with grants policies and required local standards
• Analyze financial data on a monthly basis; track key indicators and timelines. Provide written or verbal analysis to stakeholders such as management and staff as required.
• Ensure all required statutory reports are filed with respective authorities (corporate income tax, charity commission, annual report, etc.)
• Analyze, verify and review proposal budgets to ensure donor compliance and reasonableness.
• Coordinate proposal review process and ensure compliance with solicitations and donor regulations
• Maintain up-to-date knowledge of donor rules and regulations and ensure compliance
• Track expenditure of all grants and projects and prepare timely financial reports for internal and external stakeholders.
• Ensure that all grant documentation is maintained according to donor standards and donor regulations
• Review all payment requests to ensure that they meet the standards of allowable, allocable and reasonable; manage grantee budgets so that they do not exceed allowable amounts.
• Directly manage the development, documentation, implementation, and monitoring of internal control processes that are in line with USAID grant and organizational finance policies.
• Support all internal and external audits ensuring the timely implementation of all audit recommendations.
• Own managerial oversight over the procurement process in ensuring that all procurements for the grant meets the standard of prudence, cost, accountability and fairness.
• Support the Country Director, Chief of party and management team on governance, strategy and regulatory compliance issues.

QUALIFICATIONS/EXPERIENCE
• A graduate degree in Business Administration, Accounting, Finance, or a relevant field, OR a Bachelor’s degree in Business Administration, Accounting, Finance or a relevant field and two years of work experience (in addition to the four years of experience required below)

• Four years of experience in a supervisory role managing finance and administration of a donor funded activity

**SKILLS AND EXPERIENCE**

• Experience cultivating relationships and collaborating with a variety of stakeholders including youth, government ministries and officials, NGOs and donors, evaluators, and community-based institutions, preferably in Kenya.

• Demonstrated experience with, understanding of, and commitment to positive youth development and gender equality approaches and strategies around livelihoods and well-being, particularly for adolescent girls and young women.

• Demonstrated experience with facilitative and partnership approaches, to include youth, higher education institutions, government, and the private sector.

• Technical experience in education development and research and a strong understanding of higher education institutions and community development.

• Demonstrated achievement in advancing innovation, scale, and sustainability

• Demonstrated commitment to collaborating, learning, and adaptive management

• Significant experience in designing and facilitating interactive meetings and workshops

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**Human Resources Director**

ChildFund Kenya
P.O. Box 14038-00800,
Nairobi

Only shortlisted candidates will be contacted.

**Job disclaimer and notification:**

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JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Officer – WASH Machakos/Kitui Project</th>
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<tr>
<td>Job Location</td>
<td>Machakos</td>
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</table>

**Overall Objectives of the position:**
Facilitate successful implementation of a grant funded Procter and Gamble Safe Drinking Water for People using Earthen Dams, Sand Dams and River Water project in Machakos and Kitui County. The proposed project focuses on improving water quality and utilizing the safe water systems (SWS) approach utilizing a household (HH) based water quality intervention that reduces death and diarrhea from contaminated drinking water for 9,000HHs within the same project locations.

**General Description of the Role:**
The Project Officer will be responsible for the grant activities; mobilize communities and leaders in the implementation and coordination of stakeholders to deliver Safe drinking water Project. The project officer will assist to develop and maintain good relationships with the project participants, LP teams, relevant Government Departments at the National and County level to deliver on his /her mandate.

Reporting to the Program Manager Nairobi and Metropolitan, the WASH Project Officer will be based at ECDP office in Machakos and will be responsible for:
- Ensuring that the project activities are implemented according to the Project Design as provided in the proposal
- Mobilizing community support, including participation in the planned WASH activities and ensure buy in of the project for successful implementation of the project.
- Participate in the WASH coordination mechanisms including, steering committees and working groups that coordinate and guide the WATSAN sector response plans, operations and related activities within Machakos and Kitui.
- Ensure proper and timely implementation of hygiene activities, namely: awareness campaigns on cholera diagnosis/prevention/treatment; handwashing with soap; routine latrine, jerrycan and compound cleaning campaigns.
- Managing the assigned WASH project to meet the project objectives within budget and allotted time frame.
- Providing strong leadership of the assigned WASH project and ensure both short and long-term positive impacts and outcomes for the beneficiaries and Eastern Community Development Program (ECDP)
- Supporting the application/implementation and adherence to existing policies, WASH strategies and set standards by donor and Government.
- Guide and support Public Health Officers in the training of household and community members as well as Community Health Workers and Volunteers in sanitation and Hygiene promotion. The Project Officer shall source or prepare appropriate training materials for relevant categories of audiences.
• Assisting in documenting lessons learnt/good practices and other relevant reports for better WASH programming.
• Regularly review project status, comparing budgeted to actual expenditure.
• Ensuring accurate and timely progress reports according to ChildFund Kenya and Donor timeframes and formats, including timely submission of monthly inventory records.
• Monitoring and troubleshooting on issues/factors that can affect the smooth implementation of the project and share in a timely manner with the supervisor and stakeholders.
• Preparing requests for activity implementation and payments.
• Facilitating routine data collection to track beneficiaries of the WASH project.
• Any other duties as may be assigned from time to time by the supervisor.

**Person Specifications**

• A minimum of a Bachelor’s Degree in the Social Sciences or public health.
• At least three (3) years’ experience in the management of community projects and preferably working with local partners.
• Proven ability to conceptualize, develop, plan and manage projects/mass events as well as transfer information and skills.
• Proven organizational, analytical, negotiating, communication (oral and written) and training skills.
• Excellent written, verbal, interpersonal and cross-cultural communications skills.
• Ability to prioritize, focus and deliver quality results within deadlines while meeting conflicting work demands and targets; working with or without teams with minimum supervision.
• Experience in developing systems to capture and measure the impact of WASH activities.
• Excellent interpersonal skills and ability to interact professionally with donor, project stakeholders, County collaborators and staff at all levels of the organization.
• Ability to work independently and with minimum supervision to meet strict deadlines.

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**Application Procedure**

Interested candidates who meet the above qualifications should send their applications to KenyaHR@childfund.org to reach us not later than Friday, 17th January 2020;

**Human Resources Director**

**ChildFund Kenya**

P.O. Box 14038-00800, Nairobi

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ChildFund International
Job Description

Title: Agricultural Officer
Div/Dept: Programs
Location: Country Office
Reporting Relationship: Project Manager - Agriculture, Dairy and Economic Development Project

SUMMARY

The purpose of the position of Agricultural Officer (AO) is to plan and implement the technical aspects related to Moringa production within the project. She/he will be required to ensure effective Moringa management and production, processing techniques and technologies to assist smallholder Moringa crop farmers improve their production and productivity. The AO will work closely with a wide range of service providers at the local level such as agriculture extensions to ensure critical services are provided to smallholder crop farmers while working with County and Sub-County level stakeholders such as Sub-County Agriculture Development Office and other private and public extension agents to design and implement extension services.

DUTIES/RESPONSIBILITIES

- In coordination with Project Manager, of Emali Dedicated Children Agency and other partners, the AO will implement technical activities which includes partnering with Government line agencies, local service providers and other key actors to provide capacity building trainings to smallholder farmers, local farmer groups, related CBOs, local cooperatives, aggregation centres and private sector Moringa processing firms to ensure increased crop production, productivity, quality and prices benefiting smallholder crop farmers.
- Ensure effective implementation of approved and planned support activities and strategies at the project sites on time and provide technical support.
- Provide technical support and supervision to Community Mobilizers including capacity building trainings, coaching, mentoring and monitoring
- Support the Project Manager in developing and preparing monitoring plans and ensure that activities are in line with achieving expected outputs
- Maintain coordination and linkage with various stakeholders at sub-county and project level
- Assist the Project Manager to prepare annual, quarterly and monthly plans for effective execution of the project activities as stipulated in the project document.
- Travel frequently to project areas and mobilize related stakeholders and beneficiary communities as per the project activities
Submit field visit reports, monthly, quarterly project review reports, and technical progress reports to Project Manager on time and as required by the project.
And any other role allocated by the supervisor.

EDUCATION/CERTIFICATIONS

Bachelor's Degree in crop Science, Agronomy or related field with three years of experience in similar capacity
Proven experience, skills and knowledge and preferred experience on crop management, processing technologies and agriculture extension services.
High level of analytical skills in planning, finance and project implementation
Strong communication, analytical and report writing skills with fluency in spoken and written English
Knowledge and skills in basic computing, demonstrated inter-personal skills in working with a multi-disciplinary team
Willingness and enthusiasm for working with rural and vulnerable communities living in remote areas of the country.

SKILLS AND EXPERIENCE

Proven interpersonal and communication skills with ability to relate to individuals and groups diplomatically and tactfully.
Self-starter and self-motivator with the ability to work in a multicultural setting.
Must be a team player and have the ability to execute and manage multiple tasks with minimal supervision.
Ability to follow directions and independently complete assigned tasks (written or verbal).
Ability to work a varied schedule to include early mornings, weekends and some evenings.
Ability to work with sensitive information and maintain confidence.
Must be courteous, honest and of high integrity, especially in high-pressure situations.

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Human Resources Director
ChildFund Kenya
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ChildFund International
Job Description

Title: Area Manager
Div/Dept: Programs
Location: Country Office
Reporting Relationship: Partnership Portfolio Manager

SUMMARY
Responsible for leadership and direction for the development of area plans and proposals, networks and partnerships based on organization’s program approach; provides leadership for the effective planning, implementation, monitoring, sharing lessons learned, tracking and reporting on all program and sponsorship activities in assigned area.

DUTIES/RESPONSIBILITIES

- Establishes an atmosphere of responsibility for the mission of the organization and accountability to the stakeholders; establishes clear expectations by which staff and partners are measured; responsible for all personnel management duties for area staff.
- Selects or identifies area of intervention and develops the long term programs on participatory mode relevant to the area.
- Collaborate with local partners on implementation of programs and sponsorship activities in the assigned area; ensures that monitoring & evaluation, continuous improvement and technical assistance is an integral part of the implementation; ensures the Area Strategic Plan is developed according to organizational policies and procedures, the Strategic Plan of the Country Office and is based on the best-practices of community planning.
- Oversee implementation of grant funded projects in the program area; manage and supervise grants staff who are responsible for implementation of grant funded projects; review grants reports and closely work with the grants manager to address donor queries.
- Ensure all grants funded projects requests are reviewed and approved by the grants unit prior to implementation and are within the approved budget and activities.
- Builds positive and productive relations with local partners, communities, enrolled families, and authorities at all levels. Raises awareness of organization as a leader of child development and a leader of children’s issues; ensures clear communication channels between stakeholders and staff.
- Represents the organization in forums to promote program approaches while ensuring convergence of resources.
- Responsible for providing technical support to Local partners in order to expand program impact at regional level, create new & ongoing funding streams to finance additional services to enrolled families and children.
Builds and manages relationships with government, foundations, corporations, local authorities and the general public to optimize marketing and funding.

Responsible for providing technical assistance and oversight in the development and management of budgets, financial reporting and audits Local partner

Supervise and coordinate Country office sponsorship functions; provide support & training to local partners on sponsorship requirements in conjunction with the sponsor relations staff and ensure the LP consistently meets sponsorship standards.

Provides capacity building opportunities to local partners; ensures that partner are accountable and compliant with organizational policies/procedures and local laws/regulations.

Identifies and manages technical resource agencies for implementation of programs; manages partners on allocation of resources to execute program activities in accordance with the Letter of Agreement (AOP).

Other duties as assigned.

QUALIFICATIONS/EXPERIENCE

7 years’ experience.

Demonstrated experience with managing development programs, preferably in a technical area, community development and/or child-focused programming

Outstanding written and oral communication skills in English

Demonstrated high-level interpersonal and cross-cultural skills including the ability to build collaborative relationships internally and externally with sensitivity to cultural, ethnic, social and political issues.

Demonstrated technical expertise in such areas as: project, budget and resource management.

Demonstration of knowledge of program design; grant acquisition and management; providing oversight and accountability grant funded programs; resource stewardship, and cross functional coordination

Computer proficiency in general office software (i.e. Word, PowerPoint, Excel, and Outlook).

Experience in resource mobilization, coordination and negotiation and social policy.

EDUCATION/CERTIFICATIONS

Bachelor’s or higher-level degree required in relevant discipline such as Development Studies, Economic, Business management, Agriculture, education etc.

A post graduate certificate or diploma in project planning, community development or related studies will be an added advantage.

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ChildFund Kenya
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Nairobi

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Job disclaimer and notification:
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DESCRIPTION

Job Title: Director – Resource Mobilization and Communication
(open to Indian nationals and inpats, willing to work in India on local remuneration and policies)

Division/Department: Fundraising

Reporting to: Country Director, ChildFund India

Location: Delhi/ Bangalore, INDIA

ABOUT US

ChildFund is a child development organization representing the voice of deprived, excluded and vulnerable children in India regardless of their race, creed and gender, since 1951. We annually reach out to over 3 million children, youth, and their families, from 3200 communities in 85 districts across 15 states in India, through our long and short-term programs and partnerships.

JOB SUMMARY

We are looking for a passionate and self-motivated successful leader in fund raising /resource mobilization to provide strategic leadership to ChildFund India on raising resources from individuals, high net-worth individuals'/business people, corporates, institutions/government and digital platforms.

DUTIES/RESPONSIBILITIES

Strategic leadership and fundraising initiatives

▪ Develop an integrated Fundraising strategy in line with the objectives of ChildFund India’s Country Strategy Plan (CSP).
▪ Be responsible for implementation of the fundraising strategy.
▪ Responsible for delivering quarterly targets of mobilizing resources from various channels – institutions and government, HNIs, corporates, individuals and digital platforms.
▪ Ensure alignment of fund raising opportunities with the CSP and other relevant policies of ChildFund India.
▪ Conceptualize innovative ideas for raising awareness for garnering support and resources from public at large.
▪ Develop and implement strategies and campaigns to enhance ChildFund India’s reach on digital platforms to raise resources through organizational branding, program models and success stories.
▪ Ensure compliance with organizational policies and processes in selection of relevant agencies and supporters for various fundraising initiative.

Communication, donor servicing and reporting

▪ Develop innovative strategies, plans and systems for improved donor journey and donor retention.
▪ Lead designing and execution of relevant communication and branding strategies to support fund raising initiatives.
▪ Work with communications team in planning and implementing campaigns for fundraising and to enhance the impact and outreach of ChildFund’s work with children.
▪ Guide communication team on developing relevant content for ChildFund India website to make it fundraising oriented in line with organization’s branding guidelines.
▪ Ensure optimum utilization of organizational digital channels – website, email and social media accounts – for supporter engagement and to raise resource.
Responsible for high quality donor servicing and regular communications, such as mailers and newsletter, with individual supporters, corporates and institutions.

Ensure timely completion and delivery of internal and external reporting requirements.

**Team Management**

- In collaboration with HR, responsible for recruitment and development of teams.
- Orient/train and mentor teams for effective delivery of fundraising plan and targets.
- Responsible for periodic performance review of teams and recognize best performances.
- As a member of the Senior Management Team, participate and represent organization in various internal and external forums.
- Any other tasks that may be assigned by the Line Manager from time to time.

**QUALIFICATIONS / EXPERIENCE/ COMPETENCIES**

- Be a Post Graduate in Management/Marketing with sound understanding of issues faced by poor and excluded communities, particularly children.
- A minimum of 8-10 years of professional experience in a large organization on fundraising/direct marketing, out of which at least 5 years must be in leadership position.
- Passion for the welfare and development of deprived, excluded and vulnerable.
- Experience of managing back-end/donor servicing.
- A result oriented individual with focus on timely delivery of set plans and targets.
- Excellent leadership and communication skills (both internal and external).
- Be a good team player and a gender sensitive co-worker.
- Advanced level aptitude in data management, interpretation and analytics.
- Have proficiency in all applications of MS Office, especially Word and Excel.
- Be willing to travel as required for work requirements.

 Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**How to Apply:**

• Please submit your application only on the ‘Candidate Application Form’ using the below link along with your updated CV, at recruitment@childfundindia.org.

  [Candidate Application Form](#)

• Please mention in the subject line your email “Application for the position of Director – Resource Mobilization and Communication.”

**Application Deadline:** Within 10 days of release of the advertisement.

Note: Only shortlisted applicants will be contacted.