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## 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](#)  
[Psychological Consultant for Children Affected By Emergencies](#)  
[Specialist, Monitoring and Evaluation](#)  
[Senior Advisor, Research and Learning](#)  
[Analyst, Grants Portfolio](#)  
[Manager, Digital Products](#)  
[Manager, Grants Program](#)

### Kenya Job Openings

[Public Health Specialist – COVID-19 Response](#)  
[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

[Director, Resource Mobilization and Communication](#)  
[Joining Forces Project Officer](#)

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**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**

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.

**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.

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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**

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- 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

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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. at the time of application.

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

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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<sup>1</sup> 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<sup>4</sup>. 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 rationale 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.

1 UNICEF Philippines, Documenting Child-Friendly Spaces Across Typhoon Haiyan Affected Areas. Available at: <https://www.alnap.org/help-library/documenting-child-friendly-spaces-across-typhoon-haiyan-affected-areas>

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.
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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
- Child Protection Minimum Standards on Mental Health and Psychosocial Standard.
- 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 Snr. Child Protection in Emergency Advisor.

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**Description of the Assignment: Roles and Responsibilities**

**Key Tasks**

Review of CPMS 2<sup>nd</sup> 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.

1. PSS Training Package's Outline	1 days
2. Development of Training including facilitator guide per day, PowerPoint presentations, and handouts, and list of resources.	7 days.
3. Integrate ChildFund International's Feedback	2 days including several skype calls (depending on the need) with CFS tasks.
Total	10 days

**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:**

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- 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](mailto:careers@childfund.org)**

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**Title:** Specialist, Monitoring and Evaluation  
**Div/Dept:** Program and Partnerships  
**Location:** Washington, DC  
**Reporting Relationship:** Sr. Advisor, Monitoring and Evaluation

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**

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### **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.
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## 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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**EOE/M/F/D/V**

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## **CHILDFUND INTERNATIONAL JOB DESCRIPTION**

**Title:** Senior Advisor, Research and Learning  
**Division:** Programs & Partnerships  
**Location:** Washington, DC  
**Reporting Relationship:** Director, Research and Learning

### **SUMMARY**

The Senior Advisor, Research and Learning provides social and behavioral science research expertise in support of ChildFund International's (ChildFund's) thought leadership initiatives, learning agenda, and research program. The Senior Advisor, Research and Learning supports and facilitates research and evaluation design efforts, manages the execution and quality of research studies, and supports internal processes of reflection and learning within and across technical areas in P&P and globally. S/He plays a strategic and active role in the development of learning products and the communication and use of research results internally and externally.

### **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.

#### **Research Program Development (20%)**

- Actively contribute to the framing and development of ChildFund's learning agenda and research program.
- Support the design of research and evaluation frameworks for ChildFund's thought leadership initiatives and other intervention projects and programs.
- Manage the ongoing development of ChildFund's Evidence Repository.
- Support the development and maintenance of organizational processes for study ethics (Institutional Review Board) review.

#### **Research/Evaluation Design and Oversight (40%)**

- Develop study plans with technical leads that are consistent with the learning agenda and ChildFund's priority programmatic interventions (e.g., Program Models).
  - Collaborate with technical leads and monitoring, evaluation, and learning (MEL) colleagues in P&P and in COs to develop, implement, and monitor research initiatives that inform and provide evidence for program priorities.
  - Manage multiple research and e
  - valuation processes and products.
  - Develop tools to support P&P and COs to pursue high quality research initiatives and products and ensure high-quality execution of research activities and products.
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- Collaborate with technical leads and MEL colleagues in P&P and in COs to support the development of field-level monitoring frameworks which are consistent with key thought leadership and learning agenda research questions.
- Support the development of MEL frameworks and study plans for key grants, as required.
- Identify and support improvements to ChildFund's global theories of change, program models and M&E system and frameworks based on learning from evaluations and research initiatives.
- Supervise external consultants/contractors regarding study methods and implementation.

### **Learning Products, Knowledge Management, and Dissemination (25%)**

- Contribute to the design and implementation of knowledge management plans and processes to support research initiatives and the sharing of research findings and evidence (e.g., Evidence Repository).
- Review research and evaluation findings, conduct literature reviews, and develop learning products and dissemination strategies to communicate and facilitate the use of research results with a variety of internal and external audiences.
- Design, write and edit documents, articles, chapters and reports which summarize findings of research and evaluation initiatives.
- Co-author articles for conferences and professional journals, which may include synthesizing relevant literature, conducting literature reviews, collaborating with COs as co-authors, and presenting at regional and global conferences.

### **Resource Mobilization (15%)**

- Support the development of and manage partnerships with academic and research institutions to support and collaborate on research, learning and dissemination initiatives.
- Support the pursuit of funding for research initiatives.

## **QUALIFICATIONS/EXPERIENCE**

### **Required**

- 8 years of experience in applied child development, human development, child welfare and/or child protection research, at least two years of international experience preferred.
  - Proven experience in program monitoring and evaluation and research design and supporting team learning processes.
  - Advanced knowledge of qualitative and quantitative approaches to social and behavioral science research methods and statistical analysis.
  - Demonstrated project management skills and the ability to support diverse cross-functional teams across geographies.
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- Organized, detail-oriented, self-reliant and self-directed, good problem solver and strategic thinker, results oriented, and team player individual.
- Ability to coordinate multiple projects simultaneously, work well under pressure and meet deadlines.
- Excellent presentation, public speaking and interpersonal skills.
- Strong computer skills, with familiarity in using SharePoint and Microsoft Office suite applications (particularly Word, Excel, and PowerPoint).
- Advanced proficiency in one or more statistical software packages (SPSS preferred).
- Experience with Institutional Review Board (IRB) processes.
- Ability to travel internationally.

**Preferred:**

- Experience in collecting data for and conducting economic analysis (cost savings, benefit-cost) of interventions.
- Desired statistical analysis skills include correlational techniques, significance testing, ANOVA, multivariate regression, and structural equation modeling.
- Experience with qualitative analysis software (e.g., NIVIVO).
- Bilingual (English with French, Spanish, and/or Portuguese).
- Ability to manage and mentor 1-2 other staff if needed, including coaching, and performance management if necessary.

**EDUCATION**

- Masters Degree in a field related to child development and protection (Psychology, Social Work, Public Health, Sociology).
- PhD or equivalent research experience preferred.

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**CHILDFUND INTERNATIONAL  
JOB DESCRIPTION**

**Title:** Manager, Digital Products  
**Div/Dept:** Digital  
**Location:** Richmond, VA International Office  
**Reporting Relationship:** Director, Brand and Marketing

**SUMMARY**

The Manager, Digital Products is responsible for team management and operation of digital products and projects, including site launches, web applications, outreach campaigns and long-term planning for enhancements that add business value.

**Key Responsibilities:**

- Creation and maintenance of product backlog, website governance and related templates, processes and procedures, implement content, and prioritization based on stakeholder input of business value.
- Proactive and responsive to child safeguarding risks, knowledge of the child safeguarding policy and procedures.

**Project and Team Management**

- Manages the web development team including developer, project manager and other contractors and consultants.
- Manages the planning, scheduling budgeting and implementation of website and digital products in support of business owners.
- Manages and leads the digital product team -delivering projects on time and budget with quality.
- Partner and collaborate regularly with Manager of Digital Marketing & Content to identify improvements and product opportunities to support digital revenue growth.
- Identify and update project priorities based on sponsorship and revenue results and allocate staff and other resources as needed.
- Develop strong communication and collaboration with internal business owners.
- Run weekly web performance tracking reports and manage internal contribution and sponsorship tracking reports in relation to web performance and enhancements.
- Develop and manage digital budget and expenditures including monthly digital services, outside vendors, subscriptions, and travel.

Oversee team performance, annual reviews, and professional development.

**Qualifications and Experience:**

- 5+ years of experience as a web/digital/interactive product manager or similar position in an agency or comparable industry environment
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- Proven work experience managing a team in the digital marketing space
- Web savvy and experience with digital strategy, design, usability, content development, web development, QA, UAT and familiar with content management systems
- Certificate – Scrum product owner certification -preferred
- Knowledge of Episerver CMS -preferred
- Experience managing budgets and resource allocation
- Hands on experience with project management software (Asana, Trello, or Jira)
- Experience reviewing site metrics and providing strategic guidance based on data specifically SEO and Google Analytics
- Ability to work flexible hours required
- Ability to travel internationally preferred
- Strong organization skills and the ability to prioritize workload, meet deadlines and perform multiple tasks with attention to detail required
- Strong problem identification and resolution skills required
- Experience working for in the social purpose or humanitarian sectors an asset

**Education:**

Bachelor's degree in digital marketing, computer science, or relevant field is *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.*

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## **CHILDFUND INTERNATIONAL JOB DESCRIPTION**

**Title:** Analyst, Grant's Portfolio  
**Div/Dept:** Program & Partnerships/Grants Management  
**Location:** Richmond, VA  
**Reporting Relationship:** Director, Grants Management

### **SUMMARY**

The Analyst, Grants Portfolio (AGP) is responsible for managing ChildFund's grants portfolio database and analyzing its contents to identify trends in ChildFund's grant's portfolio that provide data/evidence for ChildFund's grant acquisition and management strategy. The AGP is responsible for maintaining the accuracy and integrity of the portfolio's data. The AGP is responsible for the analysis and preparation of monthly grant portfolio reports for Executive Management and the Director, Grant Management. The AGP is responsible for designing, and implementing, regular Salesforce staff trainings for IO and Field based users of the Salesforce based grant management database.

### **DUTIES/RESPONSIBILITIES**

- Responsible for managing ChildFund's grant's portfolio database (based on the Salesforce application). Utilizes data management and analysis skills to ensure the accuracy and integrity of the grant's portfolio data and works with IO and Field based grant staff to resolve discrepancies and/or questions regarding the data in the database.
  - Analyzes ChildFund's grant's portfolio and identifies trends that may impact the organization's grants acquisition and management strategy.
  - Prepares regular monthly grant portfolio performance reports for Executive Management and prepares ad hoc reports as needed.
  - Responsible for training new grant staff in IO and COs on their use of Salesforce (ChildFund's grant management database, known as BRIDGE).
  - Responsible for updating end user training materials (User Guide, How to Videos, Tip Sheets).
  - Works in close collaboration with ChildFund's Salesforce system administrator to ensure that enhancements, fixes, etc. to the database are known by IT and are being addressed effectively.
  - Revises Salesforce training materials as necessary.
  - Assists ChildFund staff members who need to access grant portfolio information, grant agreement information, and organizational policy and procedures.
  - Utilizes knowledge of the grant's portfolio to prepare ChildFund's annual grant revenue forecast for all COs.
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- Utilizes grant's database information to prepare ad-hoc reports, PowerPoints, graphics as needed
- Manages the Grant Management site on ChildFund's intranet (Sharepoint) and uploads post award grant related tools, templates, etc. and ensures that only the most recent, approved versions are loaded into Sharepoint.
- Coordinates grant related Sharepoint activity and content with other Program & Partnership staff to avoid duplication of effort.
- Assists Business Development Advisors and Grant Management Specialists upload Project related documentation (Quarterly and Final Reports, evaluations, etc.) to the grant's database.
- Represents Grants Management Unit on organizational projects as needed.
- Provides administrative support to and assists the Director, Grant Management, as needed.
- Other duties as needed.

#### **QUALIFICATIONS/EXPERIENCE**

- Minimum 3-5 years relevant experience with relational databases. Preferably, with the Salesforce CRM application; including experience in producing Reports in Salesforce.
  - Minimum of 3-5 years relevant experience with MS Sharepoint application.
  - Excellent analytical skills and the ability to interpret grant performance information from a variety of donor sources
  - Demonstrated experience in data analysis and data management with an emphasis on strategic analysis.
  - Very strong computer skills and demonstrated skills in using Microsoft Office Suite of applications.
  - Advanced MS Excel skills and ability to analyze data and produce reports and graphs in Excel.
  - Prior experience working with data visualization application(s).
  - The ability to communicate well in an international, cross-cultural work environment where clear and respectful communication is critical.
  - Demonstrated self-starter who is capable of performing at a high level with minimal supervision.
  - Organized, detail oriented, team player, self-starter and results oriented individual who is flexible and maintains confidentiality.
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**EDUCATION**

Bachelor's degree in information systems/technology, project management, finance or closely related discipline or a minimum of three to five years equivalent and relevant work experience.

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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 Resume to [careers@childfund.org](mailto:careers@childfund.org)**

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## **CHILDFUND INTERNATIONAL JOB DESCRIPTION**

<b>Title:</b>	<b>Manager, Grants Program</b>
<b>Div/Dept:</b>	<b>Program and Partnerships Division</b>
<b>Location:</b>	<b>USA (Richmond or Washington DC) or international</b>
<b>Reporting Relationship:</b>	<b>Director, Grant and Project Management</b>

### **SUMMARY**

The Grants Program Manager (GPM) position supports the execution of ChildFund International's grant management strategy. This position has grant management and global oversight responsibility for all ChildFund global projects, and awards implemented in the Americas and West Africa regions. The GPM is a member of the Global Grant Management Team and will be deployed to strengthen the post award, and grant execution capacity of Country Offices (COs). The GPM is responsible for improving the effectiveness of grant implementation and build capacity in COs and program staff in project management from project start-up through project close-out. The GPM provides operational support to COs in implementing its grants portfolio effectively and in compliance with donor rules and regulations and ChildFund International's internal policies and procedures. The GPM will have responsibility of supervising the Grants Portfolio Analyst, based in Richmond. The GPM works in close collaboration with grant and project management staff within the COs and coordinates his/her work with the Global Business Development Team and the IO based Technical Advisors and M&E Advisor(s). International travel is required.

### **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.

#### **Grants/Agreements Administration**

- The GPM will be responsible for the managing awards for the Americas and West Africa regions and all Global Awards.
  - Act as Child Fund's main point of contact with donors for ChildFund global projects, and provides support and capacity building to COs in the Americas and West Africa regions. Award management and managing donor relationships are key elements of the GPM responsibilities.
  - Strengthen the capacity of COs to effectively implement its grant awards and monitor that grant funded projects are delivered on time, on budget and on scope.
  - Oversee implementation of donor-funded grants, contracts making sure that all contractual obligations and reporting requirements are met.
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- Monitors compliance with donor rules and regulations and ChildFund internal policies and procedures.
- Supervise the Grant Portfolio Analyst activities, overseeing timely preparation and distribution of monthly/quarterly grant summary reports, and updating ChildFund Salesforce records for grants.
- Plans and facilitates project start-up and close-out processes for country offices in the Americas and West Africa.
- Lead the annual grant forecast process for the Americas and West Africa Regions and global awards. This includes timely communication, planning, and providing guidance to COs in the preparation and submission of CO grant revenue forecasts. This includes collating, consolidating, interpreting, and revising country office submission for their respective annual grant forecast.
- Reviews and submits program and financial reports for ChildFund global grants.
- Lead Salesforce transformation for grants team – utilization for reports tracking, upgrades and collaborating with Salesforce analyst to create new Salesforce training for grants team in country offices.
- Coaches, mentors and supports CO staff on ChildFund Project Management System and best practice project management.
- Deliver Project Management training for COs. Assists in the facilitation of grant acquisition and management Readiness Reviews for COs.

#### **Monitoring Health of Grants Portfolio**

- Lead monthly grant revenue review meetings for each assigned country offices. Coordinate country directors and ensure that monthly grant monitoring and meetings are undertaken, action plans are developed and followed through.
- Support the CO grant/program management staff to monitor and track project deliverables for the grants in the Americas, West Africa and global awards.
- Support the CO grant/program management staff to monitor and track project expenditures against budgeted expenditures for grants within his/her assigned COs
- Assists the CO manage its sub-award partnerships. Provide guidance to COs on pre-award assessment, subawards management and closeout.

#### **Support Business Development**

- Support knowledge management and learning including the use of SharePoint and/or other tools and applications to capture, save and share key content and learnings from grants in his/her assigned COs.
  - Review and edit when necessary Past Performance References and Project Summaries
  - Contribute to the review of new grant funding opportunities in COs and provides input on past performance to produce new funding proposals
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**Other**

- Assist in the development and implementation of grants management guidelines, policies, and protocols and capture learning from post award grant management processes
- Attend industry events, such as Humentum and Interaction Forums, focused on dissemination of new findings, or networking.
- Other duties as assigned

**QUALIFICATIONS**

- Experienced professional who applies and directly contributes to the development of new grant management concepts and techniques
- A minimum of 5 years professional experience in grant management within international development sector.
- Work is performed with some managerial direction. Exercises considerable latitude in determining objectives and approaches to assignment.
- Uses independent judgment and originality by interpreting data and/or compiling information to develop a plan of action.
- Demonstrated experience and proven ability to coach, mentor and support staff and partners on project management best practice.
- Proficiency in French or Spanish preferred
- Experience with US government (USAID, USDOS, USDOL) on grants, cooperative agreements and/or contracts strongly preferred
- Demonstrated experience managing budgets and cost projections.
- Having lived and worked in a developing country context strongly preferred.
- Proven communication and interpersonal skills in a multicultural work environment.
- Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- Flexible, Adaptable, Detail-oriented, Team Player.
- Demonstrated computer literacy & experience using Microsoft Suite of Applications, including Word, Excel, Outlook, PowerPoint, SharePoint, OneDrive etc
- Experience with Salesforce or other project management software preferred
- Ability to travel internationally (up to 40% annually)

**EDUCATION**

- At least BA or BSc, or equivalent work experience in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline
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**EOE/M/F/D/V**

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4/6/2020

## 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 L 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.
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- 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.
- 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
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- 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](mailto:KenyaHR@childfund.org) to reach us not later than Friday, 10<sup>th</sup> January 2020;

**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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## CHILDFUND INTERNATIONAL JOB DESCRIPTION

**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
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## 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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## CHILDFUND INTERNATIONAL JOB DESCRIPTION

**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

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- 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
- 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**

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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

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- 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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**ChildFund Kenya**  
**P.O. Box 14038-00800,**  
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## JOB DESCRIPTION

<b>Job Title</b>	Project Officer – WASH Machakos/Kitui Project
<b>Job Location</b>	Machakos

### **Overall Objectives of the position:**

Facilitate successful implementation of a grant funded Proter 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.

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- 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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**Human Resources Director**

**ChildFund Kenya**

**P.O. Box 14038-00800,**

**Nairobi**

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## **ChildFund International Job Description**

<b>Title:</b>	Agricultural Officer
<b>Div/Dept:</b>	Programs
<b>Location:</b>	Country Office
<b>Reporting Relationship:</b>	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
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- 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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4/6/2020

**Human Resources Director  
ChildFund Kenya  
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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.

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## **ChildFund International Job Description**

<b>Title:</b>	Area Manager
<b>Div/Dept:</b>	Programs
<b>Location:</b>	Country Office
<b>Reporting Relationship:</b>	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.
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- 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.

*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.*

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

### **Application Procedure**

Interested candidates who meet the above qualifications should send their applications to [KenyaHR@childfund.org](mailto:KenyaHR@childfund.org) to reach us not later than Friday, 10<sup>th</sup> January 2020;

**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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## **CHILDFUND INTERNATIONAL JOB ADVERTISEMENT**

**Title:** Public Health Specialist – COVID-19 Response

**Location:** Kenya Country Office

**Reporting Relationship:** Area Manager

### **BACKGROUND**

The Coronavirus disease (COVID-19) that was discovered in 2019 was declared a pandemic by the World Health Organisation (WHO) on 3rd March 2020 and the virus is rapidly spreading across the world. Current statistics (as updated on 29 March 2020) from WHO indicate that there are 199 countries and territories around the world have reported cases of COVID-19. A total of 679,005 people have so far contracted the virus, 4.7% (31,771) of them have died and 21.5% (146,345) recovered. Although the number of those infested in Kenya is comparatively still low at 36 active cases, one deceased and one recovered, the rate at which it is increasing is, like in many other countries alarming.

ChildFund Kenya, an international child-focused organization, is extremely concerned on the spread and ultimate effects of the COVID-19 to the children, their families and communities. The organization has therefore joined other development partners to support government and community efforts in fighting the spread of COVID-19, and particularly in ensuring the exposure and impact on deprived, excluded and vulnerable (DEV) children and their families. Thus, ChildFund Kenya would like to fully optimize on its comparative advantage of its presence in 26 out of the 47 Counties in Kenya and working through 13 local partners (LPs) to undertake collaborative actions for promoting and safeguarding the health of communities and reaching the most marginalized populations.

In order for ChildFund Kenya to be able to deliver in its mandate of protecting DEV children and their families from all forms of deprivation, abuse and effects of emergencies, it desires to engage a public health specialist that would lead, manage and provide technical support to its COVID-19 response and other programs for a period of three months.

### **Scope of Work**

The Public Health Specialist – COVID -19 Response will be engaged on a three-month fixed term contract. Reporting to the Program and Sponsorship Director, the position will closely work with the Senior Management Team (SMT) and Program Technical teams of ChildFund Kenya and its LPs to lead the COVID-19 Emergency Response. Specifically, the position holder will:

- Provide strategic advice and support to the SMT on the COVID-19 collaborative responses,
  - Participate and provide technical leadership in the Country COVID-19 Response Taskforce,
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- Regularly review and update the country office COVID 19 contingency plan,
- Prepare and regularly update the COVID 19 situation Report and timely submit to PSD for review,
- Work with the CO and LP program teams to design, develop and guide the implementation, monitoring and review of COVID 19 and related WASH projects,
- Ensure that ChildFund and its partners' COVID-19 response is aligned to ChildFund International, Ministry of Health MOH and WHO guidelines, procedures and protocols,
- Support Project Officers and the Grants team in overseeing quality delivery of project activities and timely reporting to the donor,
- Participate in and represent ChildFund Kenya in all relevant COVID 19 response forums, networks and meetings. S/he will participate in regular meetings, facilitate information sharing and provide regular update to ChildFund and LP staff on COVID-19
- Build capacity, skill and knowledge of CO and LP staff on COVID -19, and
- Any other short-term tasks as assignment by the SMT and/or PSD.

### **Deliverables**

During the period of the assignment, the Public Health Specialist is expected to deliver the following:

- Participate in National Level COVID-19 Response forums and networks
- Attend COVID -19 CO taskforce and other internal meetings
- Monthly review and update the CO COVID-19 Response Contingency Plan,
- Weekly review and update the COVID -19 situation report,
- Participate in fundraising for COVID-19 response,
- Timely prepare and submit donor monthly and end of project reports,
- Provide weekly update on the COVID-19 response status by the CO,
- Facilitate one virtual or face-to-face COVID-19 staff awareness session,
- Lead implementation of COVID-19 emergency response activities by ChildFund Kenya

### **Required Qualification and Experience**

- At least a degree in public health, environmental health, or any other related community health discipline,
  - Minimum 5 years working in humanitarian response as a Public Health. Environment Health or WASH Specialist,
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- Experience from working in complex health emergency contexts,
- Previous experience with response to epidemics desirable,
- Knowledgeable in behavior change approaches and community engagement'
- Proven experience in proposal development and writing,
- Excellent verbal and written communication, specifically in writing technical reports
- Strategic thinker, team player and able to multitask and work under pressure

### **Duration of Assignment**

This is a National position and the assignment is for 3 months starting from April to June 2020. Assignment can be extended for a further period of one month of more depending on the COVID-19 situation in Kenya. Similarly, the contract can be terminated when the situation deteriorates and does not allow continued operations.

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

### **Application Procedure**

Interested candidates who meet the above qualifications should send their applications to [KenyaHR@childfund.org](mailto:KenyaHR@childfund.org) to reach us not later than **Friday, 10<sup>th</sup> April 2020** to;

**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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## DESCRIPTION

**Job Title:** Director – Resource Mobilization and Communication  
*(open to Indian nationals and in-pats, 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.
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- 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.

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## Joining Forces Project Officer

[Apply now »](#)

**Date:** 26-Feb-2020

**Location:** Flexible, UKM, GB

**Company:** Plan International

**The Organisation:** The Joining Forces Initiative

In June 2017, the six largest child-focused agencies – ChildFund Alliance; Plan International; Save the Children International; SOS Children's Villages International; Terre des Hommes International Federation; and World Vision International met in Bellagio/ Northern Italy. They decided to join forces to accelerate the Sustainable Development Goals (SDG) for Children with at least one or two joint initiatives. They committed to put aside individual organisational concerns, and in the spirit of collaboration focus on the areas where only together they can achieve significant improvements in the lives of children. The two initiatives agreed upon are:

- Joining Forces to End Violence Against Children
- Joining Forces to advance children's rights - Child Rights Now!.

These form the basis of the Joining Forces Initiative which is the six agency coalition.

If you have a passion for children's rights and ending violence against children then this is a role for you. It is a great opportunity to contribute to this exciting project and watch it develop and grow with it.

### The Opportunity

Hosted by one of the six agencies, this role will provide coordination and administrative support to the Joining Forces project and project manager, forming part of a two-person Secretariat for a rapidly evolving multi-agency project. You will also provide support to the Joining Forces country offices to develop strategies and activities to help deliver on goals related to children's rights. You will participate in governance meetings whilst also liaising with external stakeholders to help promote the Joining Forces brand. You will support the communication and collaboration efforts to build joint ownership of the project amongst the 6 agencies to ensure tasks are completed. Your role will also involve supporting the planning for meetings and workshops, including developing the agendas, content and material. You will need to develop and administer appropriate project cycle and knowledge management tools to support the efficient and effective delivery of project activities and outputs.

### The Individual

We are looking to recruit a results-orientated and organised individual who has a familiarity in working with project management tools and working with multiple stakeholders. You will be able to establish and respond to routine queries and requests for advice on systems and processes. It is also essential that you have the ability to monitor and track income and expenditure against budgets.

To be successful in this role, you will use good people skills to work in a collaborative and supportive way. You will be able to manage multiple demands, meet deadlines and plan effectively. You must be a skilled and confident user of Office365 applications such as Excel, PowerPoint and Outlook. Fluency in English, both written and oral, is essential.

**For the full job description, please follow the link**

**below:** <https://www.dropbox.com/s/bpr6ax38b1quhxc/JD%20Joining%20Forces%20Project%20Officer%2012022020.docx?dl=0>

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**Location:** The location of this position is flexible and will be hosted by one of the Joining Forces initiative members in Europe or North America. You must have the pre-existing right to live and work in this location

**Type of Role:** 12 month Fixed Term Contract. Part time.

**Reports to:** Joining Forces Project Manager

**Salary:** Competitive

**Closing Date:** 18 March 2020

*Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.*

*A range of pre-employment checks will be undertaken in conformity with Plan International's Safeguarding Children and Young People policy.*

*As an international child centred community development organisation, Plan International is fully committed to promoting the realisation of children's rights including their right to protection from violence and abuse. That means we have particular responsibilities to children that we come into contact with.*

*Plan International believes that in a world where children face so many threats of harm, it is our duty to ensure that we, as an organisation, do everything we can to keep children safe. We must not contribute in any way to harming or placing children at risk.*

*Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Our organisation is based on a culture of inclusivity and we strive to create a workplace environment that ensures every team, in every office, in every country, is rich in diverse people, thoughts, and ideas.*

*We will provide equality of opportunity and will not tolerate discrimination on any grounds. We foster an organisational culture that embraces and exemplifies our commitment to gender equality, girls' rights and inclusion while supporting staff to adopt good practice, positive attitudes and principles of gender equality and inclusion.*



[Apply now »](#)