We are hiring!!

ADVERTISMENT: Programme Associate, Women’s Land & Property Rights

The Kenya Legal & Ethical Issues Network on HIV and AIDS (KELIN) was established in 1994 and registered as a Non-Governmental Organisation (NGO) in 2001. While initially conceived to protect and promote HIV-related human rights, its scope has expanded to also include: sexual and reproductive health and rights, key populations, and women, land and property rights. KELIN advocates for a holistic and rights-based system of service delivery in health and for the full enjoyment of the right to health by all, including the vulnerable, marginalized and excluded populations in these four thematic areas.

KELIN is looking for a Program Associate for the Women Land and Property Rights thematic area

General information:

- Organization: Kenya Legal and Ethical Issues Network on HIV and AIDS (KELIN)
- Position: Program Associate for the Women Land and Property Rights thematic area
- Location: Kisumu, Kenya with frequent field travel
- Reporting to Senior Programme Officer
- Starting date: ASAP

The Position:

This position requires an experienced, proactive results-driven individual, and networker to assist with the rolling out of new projects as well as the implementation of the existing projects. The candidate must have excellent interpersonal, communication, and writing skills. They must also exhibit community organization and mobilization prowess and the ability to create linkages with other likeminded civil society organizations.

Working under the thematic area of Women Land and Property Rights (WLPR) the position will complement the existing KELIN capacity to support planning and delivery of WLPR and other related objectives in the region. The incumbent will participate in the thematic area’s processes at the Kisumu Regional Office as required. S/he will also support the Kisumu Regional Office in identifying key gaps and priorities, and in developing appropriate intervention strategies and plans to address these.
KEY RESPONSIBILITIES

Programmatic

- Assist in the conceptualization of KELIN’s strategies in relation to women’s, land and property rights in conjunction with the Programme officer and other key program staff.
- Assist in the implementation and coordination of all the programmes under the thematic area of Women, Land and Property Rights in the KELIN Strategic Plan.
- Assist in the implementation and coordination of all the programmes in the other thematic areas in the KELIN Strategic Plan as it relates to the programme outcome areas.
- Work with the Programme Officer to achieve fundraising goals, recruit new donors; guide Programme Assistants on proposal writing and fundraising; offer guidance in the reviewing of proposals within the Women, Land and Property Rights thematic area and coordinate the reporting requirements by donors in a timely manner in line with the Resource Mobilization Guideline as it relates to the WLPR thematic area.
- Interact regularly with the KELIN staff across all thematic areas and departments to ensure effective coordination, interlinkage and delivery of program activities; in keeping with the Performance contracts and the KELIN organisational focus.
- Anticipate and respond to developments in the Women, Land and Property Rights thematic area in order to press human interest issues and advice the Programme Officer on the effective response and advocacy strategy.
- Support the development of KELIN’s publications on key and emerging issues in line with the Women, Land and Property Rights thematic area.
- In partnership with the WLPR thematic lead, ensure all project operations and interventions adhere to internal policies and donor compliance.
- Foster good relations with donors, partners and the relevant government officials.
- Assist in the development of annual and budgeted work plans for the organisation as they relate to the WLPR thematic area.
- Represent the organization and the Executive Director on delegated authority in international, regional, national and county platforms;
- Provide regular project management reports to WLPR and KELIN leadership to demonstrate project progress and identify any areas of concern;
- Provide support in the development of WLPR high quality and accurate narrative reports that meet internal and donor requirements.

Required Qualifications and Experience:

- A Bachelor’s degree in Law or a social science background e.g. human rights, gender studies, political science, public administration, public policy and public health is an added advantage.
- A minimum of one year relevant experience.
- Reasonable understanding of the new constitutional order and the Kenyan system of Devolved government is an added advantage.
- Reasonable understanding of the implementation of Article 159(2) and (3) as it relates to alternative forms of dispute resolution, will be an added advantage.
- Experience in programming and fundraising for socio-economic rights programmes.
• Fully computer literate, skilled and confident user of office applications such as MSWord, Microsoft Outlook, Excel, PowerPoint, e-mail and calendar applications.
• Experience in engaging communities at different levels.
• In depth understanding of social norms in relation to women’s property rights

Interested applicants should address their application and CV, information on current salary, benefits and contact details of three referees to the Finance and Human Resource Manager on e-mail address applications@kelinkenya.org; copied to info@kelineknya.org by 9th March 2020. Interviews will be conducted on a rolling basis. KELIN values diversity in all areas of its operations. We welcome and encourage diverse applications. Please note that only shortlisted candidates will be contacted.