



Coalition on Violence against Women (COVAW) is a Kenyan women's rights organization, founded on human rights and feminist principles, that seeks to promote women's rights. COVAW works towards a society free from all forms of violence against women and girls.

**Vacancy: Programme Associate, Lobby and Advocacy -GAA Program**

**Positions:** 1

**Location:** Kwale

**Reporting to:** Program Officer

**Contract:** One year, with possibility of renewal

**Purpose:** This position provides an opportunity to assist in addressing gender-based violence through lobby and advocacy on child marriage, child trafficking and commercial sexual exploitation and their linkage to economic empowerment in Kwale County.

Duties and responsibilities include:

- Take lead in the implementation of the project activities at community level and with civil society actors to reduce vulnerability of girls and young women to child marriage, child trafficking, commercial sexual exploitation and to increase their access to economic empowerment.
- Identify, support and work with community level beneficiaries through strategic intermediaries to meet the intended priority outcomes among the rights holders
- Engage with civil society organisations to enhance their capacity to conduct coordinated lobby and advocacy
- Engage with county government on their role in addressing GBV and economic empowerment, with a focus on legislation and policies and existing gaps.
- Identify and develop linkages and networks between key actors from community, county and national level with a view to strengthening the effectiveness of each actor
- Identify and engage private sector players on their role in addressing GBV and economic empowerment and protecting vulnerable girls and young women from violations
- Design and conduct community, media and national campaigns towards achieving organisational and project goals
- Design and produce content and materials for use in lobby and advocacy and capacity enhancement trainings
- Identify knowledge and capacity gaps among project beneficiaries, identify and conduct the most appropriate capacity building approach.

- Develop periodic project work plans and monitoring tools to guide and track accurate implementation of project objectives
- Prepare accurate and timely reports of all program activities
- Prepare accurate and timely financial reconciliations and expenditure reports in accordance with donor requirements and COVAW policy.
- Monitor the utilization of project budgets in adherence to donor and organisational rules and policies
- Represent COVAW in meetings and forums with partners and other stakeholders
- Demonstrate a strong commitment to COVAW's values and principles in a fulfilment of all roles and responsibilities
- Flexibility and willingness to travel, work long and irregular hours, including occasional weekends and holidays
- Undertake full operational responsibility over COVAW's assets in use.

#### **Performance standards**

- Adherence to all relevant project rules and policies in particular child protection
- Adherence to timelines and deadlines
- Outputs and outcomes of the projects achieved and documented
- Activities implemented as planned
- Projected rated successful by evaluators
- Accurate, timely and high-quality progress reports
- Comprehensive, timely, accurate and quality documentation maintained
- Project funds utilized in cost effective manner that demonstrates value for money and fully accounted for in line with donor rules and organisational policies
- Display innovativeness and creativity in implementation of program
- Enhancing team work and mutual respect between colleagues and project partners

#### **Required qualifications and competencies**

- Bachelor's degree in Sociology, Community Development or related social science
- Two years work experience, preferably with communities and in project management
- Ability to work independently, prioritize, set and meet goals in a dynamic work environment
- Highly developed presentation and interpersonal skills.
- Strong time management and organizational skills.
- Ability to work in the field, under pressure and to tight deadlines.
- Computer Literacy (including excel skills).

The successful candidate must also demonstrate **COVAW values** as follows: **Integrity, Dignity, Courage, Commitment and Solidarity.**

Send your cv and cover letter marked "Program Associate, Lobby and Advocacy, Kwale" by 3<sup>rd</sup> May 2019 to [recruit@covaw.or.ke](mailto:recruit@covaw.or.ke).

*This position is open to Kenyan Candidates only. CVS will be reviewed as they are received. COVAW encourages, promotes and supports diversity in all aspects of its work.*