

CAREER OPPORTUNITY

PROGRAMME OFFICER

Our client, the Forum for African Women Educationalists (FAWE) is the pioneer and leading NGO on the promotion of Education for women and the girl child in Africa. The continental headquarters are based in Nairobi and coordinates 32 National Chapters across sub-Saharan Africa. FAWE is seeking to recruit an experienced Programme Officer to direct and coordinate the National Chapters' programmes and activities in line with FAWE strategic objectives

The Programme Officer will report to the Executive Director and will:

- Contribute to the conceptualisation, design, development and implementation of FAWE's programmes;
- Ensure effective communication and information flow between the headquarters and National Chapters;
- Provide technical support for the National Chapters for capacity building in programme planning and implementation, advocacy, policy analysis, resource mobilisation and monitoring and evaluation;
- Prepare programme work plans, budgets and periodical implementation reports;
- Review project grants proposals received from the Chapters and other applicants and participate in proposal development for FAWE's programme funding;
- Prepare regular technical and progress reports on the Chapters programmatic activities and status and achievements made in girls education;
- Monitor and document the achievements and impact of set targets; and
- Network with other organisations in support of FAWE's strategic objectives and programmes on female education in general

This is a senior level position and will attract candidates who seek a challenging and dynamic role.

The ideal candidate should have the following:

- A Masters degree in Development, Gender Studies, Education or other relevant field;
- Hold at least 5-10 years experience in NGO/Project advocacy work in the NGO or private sector;
- Have a demonstrable interest in gender issues and the promotion of girls' education;
- Be creative and dynamic, with the flair, tact and diplomacy to launch sustained lobbying for well thought out girl-child education policies;
- Have demonstrable experience in development work, particularly with work related interventions to improve situations at community level for disadvantaged groups;
- Have strong planning, organisational, analytical, monitoring & evaluation and interpersonal skills;
- Possess a high level of computer proficiency; and
- Have working knowledge of both English and French.

If you believe you can clearly demonstrate your abilities to meet the above criteria, please submit your application addressing the criteria and with a detailed CV stating your current position, remuneration, email and telephone contacts, names and contacts of three referees, quoting the Reference No. PO/01/05 on both the application letter and envelope. To be considered, your application must be received by 15th September 2006 addressed to:

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