



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

member of **actalliance**

VACANCY ANNOUNCEMENT

Position: **Senior Community Development Officer**

Duty Station: **Kakuma**

Lutheran World Federation World Service Kenya-Djibouti program is seeking to recruit a Kenyan national for the above mentioned position to be based in **Kakuma** refugee Camp.

The Senior Community Development Officer shall be responsible for coordinating and overseeing Community Development Sector interventions in the refugee and host communities.

He/she will work hand in hand with the sector staff, Technical Advisor Sustainable Livelihoods & Cash Based Initiatives in improving the operations and management of the Sector. The incumbent will report directly to the Project Coordinator, while working closely on a daily basis in collaboration with other sectors within the LWF Kakuma Program

Duties and Responsibilities

- Coordinate and supervise project activities in the five units under Community Development Department, (WASH, Agriculture, Micro Enterprise, Skills and Vocational Training and Livestock.) in collaboration with the Project Coordinator and other stakeholders.
- Continuously monitor the rate of implementation of Community Development activities against set plans, facilitating reviews and re-planning sessions and making use of work plans, monthly and quarterly financial reports to monitor plans and budgets.
- Build partnerships with the relevant government Departments, other organizations, institutions and community with the view of strengthening the existing relations.
- Ensuring LWF Community development initiatives are in line with Turkana County integrated Development plan(CIDP) for ease of partnerships and integrated programming
- Work closely with the projects coordinator in fundraising and resource mobilization for community development related initiatives.
- Coordinate the production of accurate, detailed and timely narrative reports highlighting objectives, achievements and impact on peoples' lives from Community Development activities in accordance with approved project guidelines, donor formats and requirements.
- Provide overall team leadership to Community Development sector staff in the implementation of their duties.
- Ensuring that all cross-cutting issues (i.e. gender, environment, conflict mitigation, contingency planning and accountability) and LWF approaches (i.e. rights-based approach, integrated approach, and community empowerment) are mainstreamed into all project activities.
- Responsible for carrying annual staff performance appraisal and continuously monitor the attainment of action plans designed to improve individual staff performance.

Professional Qualifications, Skills and Experience

- Degree in Sociology and Community Development is the preferred qualification. A social science degree in a related discipline would also be considered.
- Proven academic or on-job training and understanding of the Project Cycle model in development programs
- Knowledge of participatory methodologies in engaging rural communities and refugees
- At least 5 years of progressive experience in development programs. Experience gained within an International Humanitarian Organization will be an added advantage.
- Strong analytical, administration, co-ordination, negotiation and documentation skills in the management community development activities.
- Experience in project cycle management, proposal, report writing, interpretation and excellent computer skills.

Personal Attributes

- High level of motivation, integrity, commitment and professional responsibility.
- Ability to tolerate cultural, diversity in the work place and manage large teams of staff
- Excellent communication, organization and presentation skills.
- An understanding of community development models especially asset based community development (ABCD).
- Demonstrated project management and event experience, including budget management and the management of casual staff and volunteers.
- Exceptional interpersonal skills, including negotiation and conflict resolution skills.
- High level of computer literacy.
- Ability to work flexible hours, dependent on work requirements.
- Ability to demonstrate a commitment to LWF organization values

Applications and detailed CV including email address and telephone contacts of 3 referees, one of whom must be your supervisor in your current/*former* employment. They should reach the undersigned by close of business on **21st March 2018**

The Human Resources Officer
P.O. Box 48, Kakuma
Or e-mailed to: lwfkak@gmail.com

Only short-listed candidates will be contacted