



## **Job Advert**

### **Program Officer –Parliamentary Affairs**

Deadline: Wednesday 28<sup>th</sup> February 2018

Mzalendo Trust, Kenya's premier Parliamentary Monitoring Organisation (PMO) is seeking a Program Officer – Parliamentary Affairs to join its dynamic team. Under the supervision of the Executive Director, the Program Officer is primarily responsible for supporting Mzalendo Trust's programming in the area of legislative transparency and accountability through implementation of related projects and activities. Program delivery will require occasional travel and some irregular work hours.

#### **PRIMARY RESPONSIBILITIES**

- Manage and oversee overall development of program activities including, being involved in or informed about all progress related to the legislative process and committee work
- Design and implement programs, managing day-to-day operations under the supervision of the Executive Director
- Build a functional network of significant contacts with political leaders, especially with parliamentary leaders including women and youth members of parliament (MPs) and the Parliament Secretariat in order to leverage these relationships for the advancement of the Organisations programs
- Stay up to date on the parliamentary and political news and dynamics to assess how various developments might affect program strategy, approach and implementation
- Contribute to the drafting of reports, website posts, social media posts, publications and project delivery materials
- Contribute to the development of partnerships and to the identification of external resources to support Mzalendo's programming
- Conduct/facilitate trainings, workshops, and conferences
- Assist in developing training/workshop materials and manuals for programs
- Prepare program budgets and keep track of expense spending
- Review, edit and coordinate submission of internal and external program reports (weekly, quarterly and success stories)
- Prepare program briefings by collecting, analysing, and summarizing information
- Collaborate with the Executive Director in development of Mzalendo's annual work plan, budget and monitoring and evaluation plan, as well as general program activity implementation
- Provide support and advice for the integration of the promotion of legislative transparency for all existing and new Mzalendo projects
- Ensure programmatic goals and adherence to operational and reporting requirements are achieved
- Assist with preparing project proposals and identifying new funding sources
- Travel as required to support implementation of project activities
- Perform other assignments as and when necessary assigned by Executive Director

#### **QUALIFICATIONS**

- Minimum of undergraduate university degree in international relations, international development, law, political science, public administration, or other relevant field

- Minimum 2-4 years relevant professional experience including experience in project management & event organization;
- Excellent oral and written communication skills, including the ability to compose original material, to analyse and synthesise complex information, to edit and proofread, with superb attention to grammar, spelling and other details
- Experience in implementing donor-funded projects and programs, including budgeting, results-based project management tools, monitoring, and reporting
- Excellent command, written and spoken, of both English and Swahili
- Knowledge and interest in open parliament/open government/open data
- Experience and demonstrated ability in working with a variety of web applications and media.
- Knowledge in MS software applications (Word, Excel, PowerPoint) and of ICTs
- Exceptional organizational skills, ability to work independently and as part of a team using initiative and judgment
- Ability to work under short deadlines, resource limitations and balance multiple activities and demands
- Availability for local and international travel when required

**To apply, please send your CV and application letter no later than 28th February, setting out how you are suited to the role to: [info@mzalendo.com](mailto:info@mzalendo.com). Please ensure your email has the subject heading 'Program Officer', and that all attachments are sent in PDF format. Only shortlisted candidates will be contacted for interview.**

This is a full time position available from April 2018. Come work with us on the cutting edge of Parliamentary transparency and accountability!

Mzalendo Trust is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at <http://info.mzalendo.com>

#### **About Us**

Mzalendo is a non-partisan entity that keeps an eye on Kenyan Parliament with a mission to facilitate public participation in Parliamentary processes through Information Sharing, Research and Networking