



PROGRAMME COORDINATOR

About Mzalendo Trust:

Mzalendo ('Patriot' in Swahili) Trust is a Kenyan non-partisan Parliamentary Monitoring Organization started in 2005 and whose mission is to promote 'open, inclusive, and accountable Parliaments in Kenya and Africa.' We do so by creating and managing civic tech tools, producing evidence-based research, and leading and facilitating advocacy and partnerships with Parliaments, citizens and other relevant stakeholders. We believe that success in our work will build more effective and responsive legislation and political processes that ultimately support Kenya's national development goals. Our work is anchored on our [5 Year Strategic Plan](#). To drive the growth of our programme department, we are looking for a Programme Co-ordinator.

About the Position:

The Programme Coordinator is responsible for leading and driving the day to day delivery of Mzalendo's programme activities including coordinating programme development, planning, implementation, monitoring and reporting in line with the institutional strategic framework.

Programme Development & Management:

- Lead and support programme implementation to ensure quality, efficiency and impact.
- Develop, maintain and monitor project plans & budget and project schedules.
- Lead annual planning and budgeting, including developing detailed implementation plans.
- Organize, attend and participate in relevant stakeholder meetings and fora.
- Assess programme risks and issues and provide solutions where applicable, with the support of the Management team.
- Initiate and participate in programme development activities, including concept notes and proposal writing.
- Participate in the development of project strategies and approaches.
- Ensure project monitoring and evaluation activities are implemented according to organizational M&E systems.

Financial Management

- Manage the Department's budget in collaboration with Finance and Administration department and ensure prudent use of Mzalendo's financial resources.
- Develop annual programme budgets.

- Ensure compliance with applicable organizational and donor policies and procedures, including Finance and Procurement requirements.

Team Co-ordination

- Oversee and co-ordinate reporting by the programme team in line with internal and external requirements.
- Take charge of the departmental activities, including assigning tasks to staff and interns in the department and monitoring progress to ensure quality control.
- Supervise department staff, including conducting performance reviews.
- Provide input in the development of institutional policies.

Communication & Partnerships Management

- In collaboration with the communication team, generate and disseminate knowledge products, such as publications and case studies, and conduct community and stakeholder trainings on constitutional, legislative and policy issues.
- Develop and maintain relationships with strategic stakeholders including Parliament, development partners, civil society organizations, media, national and county government officials and represent Mzalendo at external meetings as may be necessary.
- Monitor the project reporting schedules for and ensure adherence to donor contractual reporting deadlines, including review of reports to ensure information accuracy.
- Identify and pursue fundraising opportunities under the guidance of the Management to raise the institutional profile.

Qualifications and experience:

- Degree in Law, Social Sciences, Economics, Governance or other related studies required. At least five years' experience in project design, planning, implementation, and monitoring in an NGO environment.
- Demonstrated experience in managing teams and managing implementation of more than one grant at a given time.
- Experience in resource mobilization, including proposal development and development of donor reports.
- Working knowledge of M&E methodology and approaches (including quantitative, qualitative, and participatory), quality assurance, logical framework approach, and other strategic planning approaches for effective collaboration with Mzalendo's M&E specialist effectively.
- Flexible and adaptable to changing priorities and stakeholder expectations.
- Ability to work under pressure and as part of a team.
- Ability to balance priorities and coordinate work effectively to meet deadlines
- A high standard of written and spoken English and Swahili is essential.

The position holder will be expected to commit to Mzalendo's values and policies.

Submission of application:

Please email a cover letter and curriculum vitae to community@mzalendo.com. Kindly indicate the title of the position in the subject of your email.

The application must reach us on or before **11 p.m. on Friday 25 August 2021.**

Mzalendo is an equal opportunity employer. Only shortlisted candidates will be contacted.

Mzalendo does not solicit fees for any job advertisement.