**PACEMAKER INTERNATIONAL**

## Programme Assistants Vacancy

**Title:** Programme Assistants

**Available Positions:** 2

**Job Type:** Full-time Contract

**Location:** Nairobi and Western Kenya

**Reports to:** Programme Officer

**Application deadline:** 25th October 2022

### About Pacemaker International

PACEMAKER INTERNATIONAL (PACE) is a 501(c) (3) certified NGO that serves underserved communities by improving the quality of education in schools based in Slum, Informal, and Rural (SIR) areas. We execute our mission by training and deploying local youths as volunteers in the schools through our Youth Fellowship (CBTAF). The Fellowship addresses the youth problem by engaging them and building their skill set after high school or during the long holidays while at university. We create win-win outcomes for our schools and volunteers by integrating multiple careers and personal development training sessions into the rigorous school-based service experience. We leverage the power and leadership of young people in Africa to empower learners to reach their full potential through academic support, mentorship, and extracurricular activities. Once they graduate, they join our vibrant Alumni and PACE Project Lab (PPL) where ideas are harnessed and dreams birthed. We currently impact 30,000 learners through 300 Youths annually across over 90 schools and are growing towards serving every underserved child in the continent of Africa. For additional information please visit www.pacemakerinternational.org

We currently serve in Kenya from three regional offices in Nairobi, Coast, and Western regions serving seven counties. We also have a base in Lilongwe impacting Salima, Mchinji, Lilongwe Rural, and Lilongwe Central Districts. Our workforce is spread across the regions impacting communities through

six key interventions, Community based Teaching Assistants Fellowship(CBTAF), Teacher Empowerment Network(TEN), Parental Engagement and Empowerment(PEE), Street Business School(SBS), PACE Project Lab(PPL), Girl Rising(GR) and the PACE Teacher Champions(PTC). We strengthen school outcomes through Teaching at the Right Level (TaRL), training Boards of Management (BOM), convening the Head Teachers Summit (HTS), and helping in the infrastructural improvement and School Improvement Programmes (SIP)

## PROGRAMME ASSISTANT -JOB DESCRIPTION

### Overall Purpose

PACE's primary interventions are built into specific programmes with annual activities and events designed to deliver impact. Such interventions are managed by Programme Officers and supported by Programme assistants.

Primarily Programme assistants offer overall administrative and programming support in different interventions allocated and are tasked to help in the following:

- To support the existing programmes and be involved in designing new interventions when deemed necessary
- To innovatively oversee all programme activities year to year for designated areas
- To undertake results measurement, monitoring, and evaluation
- To oversee stakeholder mapping and create partnerships for effective programme execution
- To create plans, and budgets and oversee financial management and controls for the allocated programme
- To support the collection and dissemination of required programme information
- To create partnerships and oversee donor/stakeholder relations

This role is full-time, based in any of our offices (Nairobi or regions) with frequent travel to programme sites. This is not an intervention / program-specific role, therefore, the programme assistant can support any programme as the need arises.

### Reporting:

This role shall report directly to the Programme officer allocated.

This is a supportive role that requires working closely with the Regional manager who is overall in charge of programming in the region assigned.

### Key Responsibilities

1. Prepare annual action plans for different programmes from the PACE Strategic plan and ensure conformity to set Balanced score cards.
2. Support programme evaluation and research, including leading on the delivery of the research and development elements of programmes
3. Support the day to day management of allocated programme(s)

4. Support the implementation of the programmes policies, and processes and any organizational guidelines provided
5. Lead on the delivery of the research elements of programmes, especially activities relating to change-making theory, Education equity monitoring, Education assessment/yield assessment, Youth dynamics, new fellowship content, schools profiling and global SDGs
6. Undertake Needs Assessment whenever new interventions are being considered
7. Perform baseline and end-line analysis to track the impact on all interventions within our purview
8. Contribute to the development and improvement of systems for managing the evaluation data and sharing of learning outcomes between partners
9. Support with the collection and dissemination of programme information including analysis of existing data
10. Support the development of partnerships with schools, colleges, communities, government officials, and research institutions
11. Represent PACE (ED and/or Head of Programmes) at designated and appropriate stakeholder forums, conferences, and programming groups
12. Ensure Partnership agreements and MOUs for structured engagement with partners are drawn, signed, and adhered to.
13. Support the management of the data information systems to ensure the fundraising and communication teams have the required data, information, and photographs. This shall include the development of programme growth propositions
14. Support with the standardization of reporting and information processes across all programmes
15. Provide administrative support including general and travel logistics
16. Contribute to the development, implementation, and continuous improvement of PACE's monitoring, reporting, and evaluation processes including preparation of log frames for all programmes assigned with clear linkages on goals, activities, and anticipated results
17. Implement and contribute to the development and continuous improvement of programme policies and processes, including the documentation of processes to ensure standardization and benchmarking in conformity with all our interventions/programmes
18. While one may be overseeing one thematic-area programme, take time to learn and support other programmes while identifying organizational and intervention gaps
19. Oversee Programme human resources (where applicable) including but not limited to volunteers/fellows, interns, programme assistants, teachers and any other officers seconded to the programme
20. Ensure that stipend and other programme payments are paid on time and are accurately claimed
21. Support teams (volunteers, teachers, Alumni, etc.) in resource mobilization and administration of the projects they earmark in the programme sites
22. Oversee and /or participate in the development of PACE's new programs.
23. Identify new beneficiaries while continuously reviewing existing ones on year to year basis
24. Account for all expenses incurred in favor of the programme and ensure that relevant documents are kept in support of expenses. Such documents must be filed in line with existing organizational timelines and provisions
25. Ensure that originally identified beneficiaries are served and no programme variations are undertaken without management and funding partners' approval.

26. Review grant proposals before undertaking programmes to ensure that implementation is in strict adherence to the programme proposals and funded activities
27. Make periodic reports to management and other stakeholders as may be requested
28. Work in close collaboration with the Communications Officer to ensure that communication is well undertaken for the Programme
29. Harvest stories and track successes and pitfalls with clear documentation
30. When required, prepare elaborate handover notes for other officers assigned to the role.
31. Support and be involved in resource mobilization both from the community and elsewhere for the programme financial soundness and sustainability
32. Engage in advocacy work to support the overall goal of PACE in the education space.
33. Attend staff and stakeholder meetings
34. Any other duties shall be assigned by the line manager, Head of Programmes, and the Executive Director

This post may require travel of up to 36 days per year. There is also an expectation of occasional 'out of hours' working, travel, and external/internal events

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### Additional Intervention-specific responsibilities for Programme Assistant

In addition to the responsibilities enumerated above the following Youth Fellowship(CBTAF) intervention-specific requirements are expected of POL:-

1. Recruitment of volunteers and follow up on attendance throughout the fellowship
2. Oversee that the fellows are observing the values, ethos and creed of the fellowship and recommend removal of those contravening the provisions
3. Ensure timetables are prepared and shared with all stakeholders for smooth performance in the schools
4. Attach fellows to schools and troubleshoot operational issues associated with attached fellows
5. Ensure that such interventions as Teaching at the Right Level, Girl rising clubs, tutorials, resource mobilization, co-curricular support and mentorships are well conducted by volunteers.
6. Advise management on intervention gaps and region-specific needs with a view of developing additional support for the learners
7. Ensure that equity and inclusion is shown through the fellows and intervention beneficiaries
8. Ensure stipends are accurately accounted and paid
9. Arrange for and undertake all logistics for the graduation in partnership with communications and training teams.
10. Keep a database of all the fellows in the programme
11. Create a database of the graduating Alumni
12. When called upon conduct donor visits and ensure that any queries are responded to correctly
13. Work closely with all managers and head of Programmes to develop a curriculum to be applied to all our trainings
14. Undertake research to identify the curriculum content gaps periodically
15. Benchmark with other fellowships to ensure that we remain relevant and competitive

16. Review and advise management on entry qualifications to ensure that we have a potent captive entry market and that the end result of change-making is sustained
17. Conduct bimonthly trainings and /or training in whatever schedule as shall be revised and approved by the management from time to time.
18. Incorporate digital tools and creative tools to ensure that remote and digital delivery is undertaken where necessary
19. Identify trainers where internal expertise is unavailable
20. Track the progress of the Fellows in the training and ensure that only those who may have attended the requisite number of sessions graduate.
21. Identify programme support assistants and supervise the same during their service

## Person Specification

### Qualifications:

- Education: University degree in Development Studies, International development/relations Economics, Business Administration, Social Science, or related field.
- Minimum of 1-2 years of relevant experience where Advanced University/Master's degree is attained. Experience of 2-4 years is regarded apt for those with Bachelor's Degree.
- Excellent knowledge of English and good working knowledge of Kiswahili. Understanding of local languages has a distinct advantage for this role
- PACE Alumni may receive preferential treatment and have a skills and qualifications aberration

### Skills & Experience:

- Understanding underserved communities, their orientation, and the group's internal psyche and dynamics is fundamental
- Experience working in low-resourced teams with the dexterity to thrive in informal settlements and difficult conditions
- Established agility and potency to be able to use difficult modes of transport and occasionally work/travel long hours with little sleep
- Experience in programme management and implementation in the non-profit, development, or private sectors.
- Experience managing donor relations and conducting donor visits
- Outstanding project management skills. Proven ability to set priorities, work independently and take initiative, manage multiple projects and meet deadlines.
- Excellent writing skills. Demonstrated ability to draft proposals, reports, and results of research or other organizational documents with minimal supervision.
- Strong communication and interpersonal skills. Ability to professionally engage and work with key stakeholders in various settings including other staff, donors, peer organizations, beneficiaries, and other key stakeholders.
- Experience managing teams and working in a team-oriented manner to achieve programme objectives.

- English and Kiswahili language skills are strongly preferred. The ability to communicate in additional languages is highly recommended

## Person Attributes:
- Passion for PACE's mission and values of Passion, Integrity, Volunteerism, and Collaboration
- Strong team orientation, relationship-building, negotiation skills, and ability to collaborate with diverse groups of people.
- Patience with and love for young minds that may continuously innovate and change with a high affinity to judgment deficit and are prone to committing errors
- High-energy individual who demonstrates flexibility in work priorities, capable of multi-tasking and operating efficiently and effectively across multiple areas of responsibility.
- Demonstrated capacity to exercise independent judgment and sound decision-making in the midst of diverse and complex organizational environments.
- Flexibility and willingness to take initiative.
- Quick learner and self-starter with a high degree of intellectual curiosity.
- Positive energy and attitude.
- The ability to multi-task in a complex and demanding environment
- The ability to build and maintain highly effective working relationships with a range of people (both internally and externally).
- Strong attention to detail, and excellent time management skills
- A commitment to teamwork and working in a collegiate manner
- Enthusiastic, diplomatic, and calm under pressure
- Ability to develop creative ideas and transform them into practical reality.
- Experience in fundraising will be a plus
- Working knowledge of data analysis and performance/operation metrics

## To apply,
Send an email with the following documents to jobs@pacemakerinternational.org with the subject line as "[Your name] –Programmes Assistant- Application".
- ✓ A cover letter detailing your reasons for applying and your qualifications (max 400 words). Specify the region you are based in.
- ✓ 1 page resume with relevant experience
- ✓ Copies of certificates and testimonials