



**PACEMAKER
INTERNATIONAL**

PROGRAMME OFFICER VACANCY

Title: Programme Officers

Available Positions: 4

Job Type: Full-time Contract

Location: Nairobi, Kilifi, and Western Kenya

Reports to: Regional Manager

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)

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. Primarily Programme Officers are tasked with 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, 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 / programme-specific role and as such Programme Officers may be transferred to different interventions/programmes depending on their perceived dominant attributes, available funding and regional gaps and needs.

Reporting:

This role shall report directly to the Regional Manager for Regions and line Programme Managers for Nairobi. The role requires working closely with the Head of Programmes who is the overall in-charge of programming nationally

Key Responsibilities

For all Programme Officers, the following are the key responsibilities for this role:

1. Prepare annual action plans 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 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 with 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 as 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

Additional Intervention-specific responsibilities for Programme Officers:

In addition to the responsibilities enumerated above the following intervention/role-specific requirements must be adhered to while serving as Programme Officers in these specific interventions:

Programme Officer CBTAf

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, Project Kanya, 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 Programme Officer-Youth Development
10. Keep a database of all the fellows in the programme

11. Hand over the fellows who successfully complete to the Programme Officer-Alumni
12. When called upon conduct donor visits and ensure that any queries are correctly responded to

Programme Officer -TEN

1. Recruitment of Teachers and follow up on attendance throughout the duration with PACE
2. Oversee that the Teachers are observing the values, ethos and PACE's expectations and recommend removal of those contravening the provisions
3. Attach Teachers to schools and troubleshoot operational issues associated with attachment
4. Ensure salaries for staff in this programme are paid on time
5. Undertake training of the TEN Teachers and track their mentorship
6. Keep a database of all the present and past teachers in the programme
7. Ensure that such interventions as Teaching at the Right Level, Girl rising clubs, Project Kanya, tutorials, resource mobilization, co-curricular support and mentorships are well conducted by the TEN teachers
8. Advise management on intervention gaps and region-specific needs with a view of developing additional support for the learners
9. Ensure that equity and inclusion is shown through the teachers and intervention beneficiaries
10. When called upon conduct donor visits and ensure that any queries are correctly responded to

Programme Officer-PEE (Parental Engagement and Empowerment)/SBS

1. Undertake parental engagement and empowerment in the PACE schools
2. Review continuously the engagement programme and continuously check its efficacy
3. Develop a criterion to identify beneficiaries of our interventions and document the impact and growth
4. Engagement with and conduct training of Boards of Management and Teachers to improve on the management of the schools
5. Oversee running of the SBS programme for different stakeholder groups in different programme sites

Programme Officer-Youth Development

1. This role shall work closely with all managers and head of Programmes to develop a curriculum to be applied to all our trainings
2. This role shall serve nationally with a view to making sure that standards are replicated across our regions
3. Undertake research to identify the curriculum content gaps periodically
4. Benchmark with other fellowships to ensure that we remain relevant and competitive
5. 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
6. Conduct bimonthly trainings and /or training in whatever schedule as shall be revised and approved by the management from time to time.
7. Incorporate digital tools and creative tools to ensure that remote and digital delivery is undertaken where necessary
8. Identify trainers where internal expertise is unavailable

9. Track the progress of the Fellows in the training and ensure that only those who may have attended the requisite number of sessions graduate.
10. Identify programme support assistants and supervise the same during their service

Programme Officer-Kisumu/Kilifi/Nairobi

1. This role shall report to the Regional Manager
2. The role may support more than one programme as shall be determined by the Regional Manager in consonance with the Head of Programmes.
3. Recruitment of volunteers and follow up on attendance throughout the fellowship
4. Recruitment of Teachers and Programme Assistants and supervision thereof
5. Oversee that the fellows are observing the values, ethos and creed of the fellowship and recommend removal of those contravening the provisions
6. Ensure timetables are prepared and shared with all stakeholders for smooth performance in the schools
7. Attach fellows to schools and troubleshoots operational issues associated with attached fellows
8. Ensure that such interventions as Teaching at the Right Level, Girl rising clubs, Project Kanya, tutorials, resource mobilization, co-curricular support, and mentorships are well conducted by volunteers.
9. Advise management on intervention gaps and region-specific needs with a view of developing additional support for the learners
10. Ensure that equity and inclusion is shown through the fellows and intervention beneficiaries
11. Ensure stipends are accurately accounted for and paid
12. Arrange for and undertake all logistics for the graduation in partnership with Programme Officer-Youth Development
13. Keep a database of all the fellows in the programme
14. Hand over the fellows who successfully complete to the Programme Officer-Alumni
15. When called upon conduct donor visits and ensure that any queries are correctly responded to

Programme Officer-Alumni

1. Receive fellows trained and graduated from the PACE fellowship
2. Induct graduates into the Alumni
3. Allocate Membership numbers and keep an up-to-date database of the alumni
4. Continuously update the skill set of the Alumni in the database
5. Work with the communications Officer to track success stories and document them
6. Update the Programme Officer-Youth Development on the needs and gaps in our fellowship based on the Alumni feedback
7. Expunge from the database and advise management on Alumni that fail to exhibit and conform to our values and fellowship ethics for certificate and recommendation withdrawal
8. Arrange annual regional and national Alumni meetings for networking, skills development, and elections of officials
9. Create a constitution and continuously update the same to guide the alumni
10. Support and oversee the PACE Project Lab and innovatively expand the same
11. Help fundraise for the PACE Project Lab and develop sustainability in the PPL model

12. Oversee elections and arrange for the swearing of the officials of the regional and national chapters
13. Work collaboratively with the Alumni to fundraise for other PACE interventions and projects
14. Identify successful alumni and use them as Mentors to younger alumni
15. Create a Council of Advisors drawn from various sectors to support the Alumni where necessary as they scale the radar in their chosen professions
16. In the theory of life-long change embed volunteerism and pro-bono component in the Alumni as they serve in the market. Such pro-bono hours shall be driven by and records kept at the Alumni Office

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 local languages have 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
- Street Business school (SBS) trained coaches are encouraged to apply

Person Attributes:

- Passion for PACE’s mission and values of Passion, Integrity, Volunteerism and Collaboration
 - Strong team orientation, relationship-building and 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 judgement 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 Officer- 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