

JOB DESCRIPTION

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| Job Title: | Project Coordinator - Strengthening locally-led solutions to intersecting peace, gender and climate change challenges in the borderlands of Kenya, South Sudan, and Uganda |
| Location: | Nairobi |
| Reporting to: | Project Consortium Manager |
| Management responsibility (if applicable) | N/A |
| Grade and Salary: | Grade E0 as per Kenya Pay structure |
| Contract terms and hours: | Term of contract: Fixed-term, 18 months, renewable subject to funding and satisfactory performance |
| Background: | |
| <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational across Africa, Asia and the Middle East, and in policy/advocacy locations in Beijing, Brussels, London, and Washington DC.</p> <p>The success of our organisation’s mission depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we work. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation, to have a workforce and working environment that is free of discrimination, prejudice, stereotyping, harassment, victimisation and undignified behaviour. We oppose all forms of unlawful or unfair discrimination.</p> <p>Across Kenya, South Sudan, and Uganda, there are intersecting challenges of: violent conflict which leads to insecurity and loss of life; patriarchal structures which increase women’s risk of gender-based violence and exclude them from decision-making; and climate change which has reduced access to arable land and to water, created biodiversity loss, and heightened food insecurity. In response to this, Saferworld and seven local partners will intervene to strengthen locally-led solutions to intersecting peace, gender, and climate challenges in the borderlands of Kenya, Uganda, and South Sudan.</p> <p>Saferworld in Kenya:</p> <p>Saferworld has been working in Kenya since 2000 at national, sub-national and community levels. We work with a range of civil society and governmental partners to transform policies and practices so that they support peace and security. Over the past 20 years, we have contributed to positive change in the areas of community security, election violence, resource-based/climate related conflicts, conflict-sensitive development and investment, small arms and light weapons control, and police reform. We take a people-centred approach to tackling issues that cause insecurity. Core approaches underpinning our work include conflict sensitivity, gender sensitivity and working across multiple levels. This means advocating at a national level, based on programme experience, and making sure that the diverse voices of the people we work with in different counties and contexts are included.</p> <p>From February 2024, Saferworld will lead a Consortium consisting of local NGOs from Kenya, South Sudan and Uganda as part of a project named “Strengthening Locally-led solutions to intersecting peace, gender and climate change challenges in the borderlands of Kenya, South Sudan, and Uganda”. The overall objective of the project is to enhance human security and gender equality by addressing transboundary conflict and the effects of climate</p> | |

change through strengthening locally-led solutions to intersecting peace, gender, and climate challenges across the three countries.

Job Purpose:

As member of Saferworld's Kenya team the Project Coordinator will contribute to the development and implementation of Saferworld's work in Kenya. S/he will work as part of the team in close cooperation with partners in the following priority areas:

- promote localised and inclusive approaches to advance gender-responsive conflict prevention in response to the drivers and impacts of climate change, including across conflict divides and or administrative boundaries.
- support the development and implementation of conflict-sensitive and gender-transformative cross-border actions, policies, and innovations to advance climate change adaptation and transboundary resource management
- to strengthen opportunities to meaningfully lead and participate in initiatives to prevent and mitigate transboundary climate-induced conflict

Under the supervision of the Project Consortium Manager, the project coordinator will be responsible planning and delivery of the project.

The Project coordinator will be the link between Saferworld Kenya Programme and the implementing partners, He/She will provide technical and programmatic guidance and support to County based partners and ensure coordination with the consortium partners in the implementation of the program in Turkana County. Specific roles will include; leading in the preparation of work plans and budgets, directly overseeing the implementation activities, project monitoring and development of technical reports. The project coordinator will undertake consistent communication and follow up with partners and support ongoing engagement with County and National government authorities.

ROLES & RESPONSIBILITIES:

1: Strategic and Programme Development

- Contribute to the development and implementation of Saferworld's Kenya programme strategy
- Contribute to further development, and deepen understanding of, Saferworld's peacebuilding, climatea and conflict thematic issues and approaches.
- Ensure alignment and integration between the program interventions and Saferworld's strategic priorities and approaches.
- Contribute to other Saferworld programme development processes projects, as required.

2: Project Planning, Implementation, coordination and monitoring

- Coordinate and monitor planning and implementation of the programme activities.
- In line with project objectives, work with partners to effectively organise and facilitate meetings, workshops and forums with government representatives, civil society and communities in and across project counties.
- Provide ongoing support to partners and project assistant in assessing the extent to which partners' initiatives are achieving the set results.
- Ensure timely input into organisational reports and lead development of monthly and quarterly donor reports.
- Participate in and contribute to internal and consortium quarterly and other scheduled programme performance review meetings
- Lead in the documentation of 'success stories' and other documented information to demonstrate results/impact of program activities and contribute to outcome harvesting and lesson learning.
- Foster cross-learning between Saferworld's work in the region with other regions/offices/projects and between Saferworld partner organisations.

3: Fundraising, and Financial Management (Budgeting, financial forecasting and tracking).

- Assist in identifying funding opportunities and represent Saferworld for purposes of advocacy and fundraising as necessary
- Contribute to the development of new proposals and budgets, in conjunction with the Kenya County manager and Programme Development Manager
- With the finance team, act as the budget holder for the project funds.
- Ensure timely and accountable financial reporting by partners; supporting partners as required
- Closely monitor project work plans and budgets on a monthly basis to ensure optimum expenditure of funds and participate in monthly grant management meetings with the grant manager and finance teams;
- Lead on the forecasting / re-forecasting of activity funds in line with internal requirements;
- Participate and contribute to monthly Grant Management Meetings
- Review the preparation of project expenditure requests and account for project expenditure in line with

Saferworld's financial procedures

- Support the Finance team in ensuring partners adhere to Saferworld's financial policies and procedures.

4: Partner management and Capacity Development

- Support capacity development of partners involved in project implementation through innovative capacity building approaches
- Support partners to mainstream cross-cutting issues, among them, gender and youth in their initiatives
- Oversee the review of partner activity matrices for consistency with the project objectives.
- Review partner narrative and financial reports for consistency with project objectives and work-plans.
- Arrange for regular meetings with partners to review and reflect on progress and results in order to identify, mitigate challenges and learn lessons for improved programme delivery
- Mentor and coach for partners through accompaniment and quarterly site visits

5: Networking, communication and advocacy

- Provide support in training and delivery of advocacy and peacebuilding for project partners and civil society organisations
- Contribute in developing appropriate strategies for advocacy with partners.
- Support the identification and development of relationships with key strategic partners in government, civil society, media for promoting project goals as well as peace, good governance and conflict sensitivity in Kenya
- Monitor and analyse official and public debates on issues relevant to Saferworld's work in Kenya and identify opportunities for Saferworld to provide input into the policy debate in the region
- Draft short updates on project activities and changes for Saferworld's internal news.
- Be the face of Saferworld as relevant including represent Saferworld at meetings, seminars, co-ordination forums and other events as delegated

Key working relationships

- Colleagues in the Kenya programme and Nairobi Office (Kenya/ South Sudan and Ugandateams) – Maintain a good working relationship, communication and working collaboratively on programme implementation, monitoring, assessment and reporting.
- Partner Organisations - working collaboratively to co-design and effectively deliver programme activities, facilitating participatory budgeting processes, and supporting demand-driven capacity strengthening activities
- Regional colleagues and relevant London-based, DC and Brussels staff – contributing to learning opportunities, communications and advocacy to enable our programming to respond to changes as they arise;
- Colleagues in the finance team both in country and at Global level – working collaboratively on budgeting, compliance and financial reporting
- Colleagues in the funding team/ Programme Support and Learning – working collaboratively on project proposals and programme development
- County/ National Government authorities and other external stakeholders including donors – Liaise with relevant Kenya National and County government officials and maintain relationships with key INGOs /CSOs and strategic networks in country and at the regional level as may be necessary to enhance networking, sharing information, collaborative working as appropriate

Scope and Accountability

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| Decision making and limits of authority | <ul style="list-style-type: none"> ▪ The project Coordinator is responsible for leading the implementation of the program activities in the County, S/he has responsibility for planning, directing and coordination of technical and operational activities of the programme to ensure that project goals and objectives are accomplished with prescribed timeframes in compliance with donor guidelines and in line with Saferworld's strategic priorities. |
| Financial resources | <ul style="list-style-type: none"> ▪ Accountable for the project budget. |
| Other resources | <ul style="list-style-type: none"> ▪ N/A |
| People management | <ul style="list-style-type: none"> ▪ Project Assistant |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none"> ▪ Ensure project implementation and reporting is compliant with Saferworld's and donor requirements, processes and procedures |

PERSON SPECIFICATION

Knowledge and experience

- Knowledge and understanding of the political and peace and security context in Kenya and in particular detailed knowledge of conflict dynamics, intersections with gender, and the impact of climate change on conflicts in the arid and semi-arid lands (ASAL) of Kenya.
- Graduate degree in peace/conflict studies, political science, international relations, development studies, or related field or equivalent professional experience (at least 5 years' professional experience).
- Demonstrated experience working on peace and/or governance issues with a good understanding of peace, governance and conflict sensitivity. Experience working on resource-based conflict and governance in ASAL regions of Kenya is an added advantage.
- Substantial programme management experience, preferably in a non-governmental organisation.
- Demonstrable experience in project planning and implementation and monitoring including financial forecasting and budget tracking. Experience in facilitation and/or training will be an advantage.
- Good technical writing skills including experience developing high quality technical reports and proposal writing.
- Demonstrable experience of working with partners in ways that reflect the principles of power-sharing and accompaniment.
- Proven experience of building and managing relationships, including remotely, with colleagues and/or partner organisations
- Experience in mainstreaming gender and gender sensitivity in programmes, research and analysis
- Proficiency in Microsoft Office and use of internet for research.

Skills

- Ability to work independently and as a member of a team to implement programmes and with local partners to effectively meet programme needs.
- Ability to work effectively with governmental and non-governmental organisations and local communities in carrying out programme objectives
- Ability to build synergies, coordinate and influence processes.
- Excellent communication skills, written and oral and ability to relate sensitively to diverse groups.
- Positive problem-solving attitude to working.
- Self-driven and able to deliver results with minimum supervision
- Good report-writing and communications skills with excellent written and spoken English and Swahili.

Personal qualities

- Ability to work in diverse contexts.
- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Willingness to travel to diverse locations in support of project's implementation and interact effectively with partners.