JOB DESCRIPTION

SENIOR PROGRAM OFFICER

JOB TITLE: Senior Program Officer
FT / PT: Full-time, 40 hours per week
LOCATION: Nairobi Office
REPORTS TO: Program Director
SUPERVISES: Program Assistant

The People’s Action for Learning Network (PAL Network) is currently seeking a competent Senior Program Officer (SPO). The SPO shall work closely with both Program and Operation units of the organization to ensure the smooth functioning of all program and Network activities. The SPO will take charge of Network Administration, PAL Website and IT functions of the PAL Network; be the secretariat link person and lead for the data and design working group and lead in ensuring adherence to Data Quality across the network. You will line manage the Program Assistant.

RESPONSIBILITIES

NETWORK ADMINISTRATION (20%)
- Support in co-creating agendas for network events and provide oversight in organizing logistics, international travel arrangements
- Coordinate office activities and operations to secure efficiency and compliance to organizational policies
- Coordinate the 2019 PAL Conference in Pakistan
- Draft the Network travel guidelines and protocols in consultation with Finance and Admin Manager

WEBSITE (20%)
- Ensure website functionality and perform software and plugin updates
- Ensure regular monitoring and assessment of website performance
- Ensure domain registration and hosting are current and up-to-date
- Ensure optimized functioning of the website
- Ensure regular back-ups of the website
- Manage data portal for all publicly available datasets on the website and create strategies to continuously encourage members to open their data
- Provide training to the communication staff on regular publishing of content on the website
IT FUNCTION (20%)

- Plan, organize, control and evaluate IT and Electronic data operations and information systems within the organization
- Support development and implementation of effective information sharing systems in the organization
- Ensure effective administration and maintenance of administrative systems and information such as databases, emails, passwords and website
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement cost effective strategic solutions in time
- Advice and support procurement department in IT related matters
- Organize IT trainings for staff members if and when needed
- Draft the IT policy

DATA AND DESIGN WORKING GROUP SUPPORT (20%)

- Support the effective functioning of the members’ Data and Design Working Group
- Support members of the Data and Design Working Group to
  - Update the self-reporting tool and implement peer-monitoring tool
  - Establish and operationalize the data watch team to support adherence of data quality

STAFF MANAGEMENT (10%)

- Line manage the Program Assistant
  - Set probation objectives, and review in end-of-probation appraisal as applicable
  - Conduct annual appraisal, reviewing and setting annual objectives
  - Co-create, with the staff member, an annual work plan
  - Review progress on annual work plan on a monthly basis
- Provide oversight for day to day staff accountability through assessing frequency and quality of ‘basecamp’ entries, and analysis of ‘time sheet’

OTHER (10%)

- Attend, and fully participate in, network and staff meetings and retreats as required
- Write bimonthly and annual progress reports, and use these as the basis for monthly and annual engagements with the line manager
- Prepare info-briefs using existing datasets for publishing
- Perform such other duties as may be required from time to time
Person Specification

Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T) and References (R), as indicated below:

Qualifications and Experience

- Master’s degree in statistics, computer science or other related field (A)
- Substantial experience of working with Citizen Led Assessment data (A,I,R)
- Experience of cross-cultural working an advantage (I,R)
- Management experience preferred but not essential (A,I,R)

Skills and Competencies

- Excellent interpersonal skills, the ability to communicate clearly and effectively and to build relationships at all levels, taking into account cultural and language differences (I,R)
- Demonstrated high level of conceptual and analytical thinking skills and excellent program development skills (I,T)
- Excellent time management skills and resourcefulness with strong attention to detail (I,R)
- Full professional competency in English; additional competency in French or Spanish an advantage (I,R)

Terms and Conditions

- This post is offered as a 2-year contract starting June, 2019. The contract may be renewable provided funding is secured for the post and satisfactory progress is made.
- The standard working week is 40 hours per week. However, the demands of the job are likely to be such that a willingness to work longer hours as sometimes required is necessary.

Application Procedure

To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on Thursday 11th April, 2019

1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)

Applications should be a maximum of 3 pages in length, as specified in the instructions above. Only shortlisted candidates will be contacted.