

VACANCY

PROGRAMMES ASSISTANT



Job Title	Programmes Assistant	Probation	3 months
Location	Nairobi	Reports to	Head, Programmes

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

The Programmes Assistant will provide programmatic support to the Programmes team in ensuring seamless execution of day-to-day operations of the above teams with a specific focus on procurement and logistics, recording and documentation of all field activities and financial transactions and reconciliations, and administrative facilitation and reporting. He/she is responsible for developing, monitoring and implementing effective systems that enable efficient use of resources in accordance with organization's policies and the respective donor policies/guidelines. Success in their role is dependent on their ability to work collaboratively with channel leads, field teams and support departments like finance, quality assurance and marketing.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission-driven	Client-centered	Accountable	Courageous	Resilience	Inclusive
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Key Responsibilities

• Key Responsibilities	Measure
<ol style="list-style-type: none"> 1. Program/Project Portfolio Responsibilities 2. Support for Business Development 3. Project coordination 	<p>Successful project implementation</p> <p>New grant applications</p> <p>Single source of truth in relation to all project information established and maintained</p>
<p>Program/Project Responsibilities</p> <ul style="list-style-type: none"> • Track project implementation plans for assigned projects or as delegated • Plan and coordinate monthly/quarterly internal project review meetings for sharing project's performance and plans and to enhance in-departmental collaboration and sharing insights on performance improvement. • Handle project correspondence including drafting the necessary communications for the department and maintaining a filing system of hard copies and soft copies [MSK Programmes on sharepoint] • Maintain the shared database with all grants/projects summary and calendar Updating the reporting template with all current and new timelines for donor reports across all the channels. • Take minutes in monthly project review meetings, MAT meetings and follow up on the implementation of set action points • 	<ul style="list-style-type: none"> • All projects have annual work plans that are reviewed updated quarterly. • Up-to-date project documents and schedules on sharepoint. • All projects get effective inception meetings before implementation begins.

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<ul style="list-style-type: none"> • Represent MSK in external meetings at county or national level when assigned. 	
<p>Support for New Business Development</p> <ul style="list-style-type: none"> • Support concept note, proposal and budget preparation and revision in line with MSK/I guidelines and donor requirements. • Scout for grant opportunities by reviewing donor websites and keeping on top of opportunities for funding like announcements for RFPs, RFAs and other grant applications. • Support in literature review or gathering insights as requested during concept note/proposal development 	<ul style="list-style-type: none"> • Funding opportunities identified and concepts notes submitted. • High quality and well budgeted proposals submitted to donors
<p>Project coordination</p> <ul style="list-style-type: none"> • Support in project implementation for assigned projects to ensure the project is delivered on schedule and budget and while escalating all issues for resolution to immediate supervisor. • Support in tracking project expenditure against the approved budget, support in BVAs analysing of transaction listings of all grants and ensure expenditures match the specific grants and budgets. • Reviewing timelines and deliverables on a monthly basis and ensure timely action/communication regarding risks and opportunities • Following up teams for reports completion and conducting quality reviews of the project/grant reports within the reporting timelines to ensure timely and high-quality reports are completed and shared for review. • Support the Communications & Advocacy manager in the documentation and analysis of evidence, lessons and insights such as project success stories and case studies for the assigned projects to enrich the reports and project implementation. This includes a repository for program related pictorials in consultation with the marketing team • Consolidate all the training reports from the relevant trainers and capture the action arrears for tracking and implementation on the action plan tracker that is relevant for trainings • Print certification for all participants and trainers for completed trainings and working closely with training lead in providing training logistical support in relation to workshops, trainings. • Working closely with the training lead, ensuring Training Inventory for all equipment is maintained including training models, and all consumables. • Ensure MDT Tracker and Planner activities after IQTA/EQTA have been uploaded and follow-up with channels leads on updating implementation status. • Work closely with the procurement and logistics team to plan workshops, events, and other program departmental activities. • Conduct joint field visits to ensure all projects are implemented according to the project's quality management plan. • Supervise the Programmes Intern. • Any other duties and responsibilities assigned. 	<ul style="list-style-type: none"> • Project milestones and deliverables met. • Monthly project review meetings both for programmatic deliverables and budget tracking. • Timely submission of high-quality reports/updates • All key stakeholders have timely project status updates as necessary.

Qualifications

- Bachelor's degree in social sciences, project management or business administration from a recognized institution

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Skills:

- Ability to prioritize work, pay attention to details and ability to meet deadlines with minimal supervision
- Amiable and willing to learn
- Excellent interpersonal and communication skills Good knowledge of MS Office software specifically Excel, Word, Powerpoint
- Minimum 3 years of progressive experience in project support with focus on project coordination, reporting and the NGO sector organizations is required.
- Proven work experience as a Program Assistant or similar role in the NGO sector

Attitude / Motivation

- **Initiative**
Thinking ahead and taking action to make the most of opportunities by finding the optimum solution
- **Innovative**
Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication**
Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.
- **Responsive**
Being responsive to changing priorities and demands
- **Working Efficiently**
Planning, prioritizing and organizing work to ensure work is accurate and deadlines are met
- **Sharing Information**
Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning**
Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further
- **Commitment**
Awareness and understanding of goals, vision, and values and how your role impacts on this and going the extra mile to meet role requirements
- **Driven**
Drive and determination to deliver results
- **Accountable**
Taking responsibility for appropriate decisions that you make, and the actions and behavior you demonstrate
- **Embracing Change**
Openness to embracing change within the organization and being able to adjust plans/activities accordingly
- **Motivated**
Motivation towards achieving quality results to maximize potential
- **Team Player**
Working as part of a team by being supportive, flexible and showing respect for each other

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Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

Work as One MSI	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.
	You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
	You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
Show courage, authenticity and integrity	You hold yourself accountable for the decisions you make and the behavior you demonstrate.
	You are courageous in challenging others and taking appropriate managed risks.
Develop and grow	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
	You manage your career development including keeping your knowledge and skills up to date.
Deliver excellence, always	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
	You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.
Leadership	You inspire individuals and teams, through situational leadership, providing clear direction.
	You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
	You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
	You articulate a vision of the future which inspires and excites others.

How To Apply:

Suitable and qualified external and Internal candidates should email one document combining an application letter and CV to pd@mariestopes.or.ke on or before **November 10, 2023**. The subject of the email should read **Programmes Assistant. Applications will be reviewed on a rolling basis.** Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults. Only shortlisted candidates will be contacted.