



FRONTIERS CHILDREN DEVELOPMENT ORGANIZATION

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Vacancies

Frontiers Children Development Organization (FCDO) has the following vacant positions:

I) Human Resource and Administration Officer

Purpose of the Role:

Under guidance of the FCDO Program and Sponsorship Coordinator/CEO, the Human Resource and Administration Officer will support the Human resource (HR) and administrative arrangements needed to successfully promote children-focused, integrated community development programs.

Duties and Responsibilities:

- Ensure that all HR transactions and recruitment processed comply with country laws, donor requirements, FCDO Policies and Procedures.
- Ensure that Human Resource policies and procedures are adhered to,
- Prepare and coordinate induction programs for newly recruited employees in order ensure that all staff are properly inducted into the jobs on appointment,
- Participate in staff disciplinary process,
- Administration of staff benefits such as staff medical scheme, pension scheme and WIBA are up-to-date,
- Maintain proper HR paper and electronic filing systems which allows for easy retrieval,
- Maintain an effective record management system for employees to ensure confidentiality of official records. Monitor and report on annual leave, sickness
- Monitor, process and take charge of the implementation of changes in the terms of service and advice Finance Department, department managers and staff as necessary.

- Ensure all employees are registered with NSSF, NHIF, and that proper records are maintained and reports are generated and submitted in compliance with statutory regulations.
- Receive incoming correspondences – letters, memos and direct to the respective department/ person and follow up to provide feedback on all enquiries,
- Act as liaison between departments to facilitate effective communication at all level,
- Co-ordinate staff training activities and liaise with participants and providers to ensure identified training programmes run as scheduled and adequate training materials are available.
- Takes minutes and keeps records at all staff meetings and other meetings of the organization,
- Ensure office cleanliness and Office compound tidiness is maintained,
- Maintain records of office running supplies and place orders, when necessary,
- Prepare HR reports as required from time to time,
- Perform any other duty as assigned by the Supervisor from time to time.

Qualification and Competencies:

- At least holder of a Bachelor’s Degree in Human resources, Business management marketing or Public Relations,
- Knowledge of Kenya Labour Laws, HR and Recruitment processes
- At least three (3) years experience in administration in a INGO/NGO setting,
- Good Computer Skills in MS Word, Excel, PowerPoint and MS Outlook
- Must be a person of high integrity
- Good organization and time management skills and ability to work under pressure
- Good communication and writing skills
- Good interpersonal skills
- Comply with the requirements of FCDO’s Child Safeguarding Policy, organizational Policies and donor requirements.
- Commitment to and understanding of FCDO’s Vision, Mission and Core values.

2) Logistics Assistant

Purpose of the role:

Under the guidance of the Procurement and Logistics Officer, the Logistics Assistant will support Procurement and Logistics processes to successfully deliver child-focused community programs to ensure effectiveness and efficiency in operations in line with FCDO and donor guidelines.

Duties & Responsibilities

- Assist in ensuring processing of procurement requests from user departments,
- Verifies the requested supplies are within the agreed budget,
- Assists in the preparation of Requests for quotations and tender documents where required,
- Assist during selection of suppliers in the procurement committee and conduct a comparative analysis on supplier prices.
- Assist during reviewing and evaluating the performance of the suppliers,
- Ensures the timely follow-up for delivery of quality products and services,
- Checking and inspecting of all goods received for quantity and specification as per delivery note/packing list/waybills/invoice and ensuring proper recording.
- Consolidate and submit final invoices to the Finance Department for payment,
- Ensuring proper stacking/packing, spacing is done at the warehouse to allow verification and free movement and avoid accident,
- Assist in warehouse inventories and periodical stock reconciliations.
- Preparing inventory stock report on a weekly basis and ensuring that stores records are well maintained,
- Prepare and maintain up-to-date asset register and allocation/issuance of assets,
- Accountable for ensuring the monthly stock inventory is complete;
- Responsible for ensuring that stock movement (In & Out) processes are adhered to;
- Responsible for ensuring a regular update of the stock management database and it's accuracy;
- Implement documents, procedures & develop Stores forms when necessary;

- Assist in the supervision of activities pertaining to FCDO fleet and administrative issues,
- Ensures the proper management of procurement and logistics department operations in the absence of the Procurement and Logistics officer,
- Monitor security of the Stores and supplies in and out of stores and compound.
- Receive completed store's request forms in compliance with dully requisite approvals and prepare the goods for issuance.
- Ensure goods, equipment are signed for received on the request form
- On a monthly basis, work with the procurement and logistics officer to reconcile the Warehouse register in the Asset tracking sheet and equipment issuance forms.
- Perform any other duty as assigned by the Supervisor from time to time.

EXPERIENCE AND SKILLS

- At least Diploma in Procurement, Logistics, Supply Chain or Business administration
- Professional certification with KISM is an added advantage,
- Computer literate with strong MS Excel and MS Word skills.
- Good spoken and written English, Swahili and local language,
- Experience in busy procurement and stores work environment,
- Demonstrated integrity and honesty,
- Strong organizational skills and ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a diverse team,
- Conscientious with an excellent sense of judgment.
- Comply with the requirements of FCDO's Child Safeguarding Policy, organizational Policies and donor requirements.
- Commitment to and understanding of FCDO's Vision, Mission and Core values.

3) Ward-Based Community Facilitators (22)

Purpose of the Role:

Under the guidance of the Project Officer, the Community Facilitator will support USAID-Nawiri Program's Gender, Youth and Social Dynamics (GYSD) implementation strategies and approaches targeting Adolescent Girls and Young Women (AGYWs) and Adolescent Boys and Young Men (ABYM) to increase young people's access to and uptake of health, nutrition and

livelihood opportunities, geared towards sustainably reducing persistent acute malnutrition at the household level.

Essential Responsibilities:

- Participate during identification and recruitment of adolescents and youths from the community as project beneficiaries,
- Contribute to program work plans and successful implementation of approaches for adolescents and youths in the assigned ward(s),
- Community engagement and training of adolescents and young people,
- Support the Project Officer with conducting training for the mentors on technical curricula for adolescents and young people
- In collaboration with mentors, manage girls groups and boys groups,
- Support safe space activities including safe space mapping and social asset building,
- Support and guide the mentors to deliver training to adolescents and young people,
- Provide mentorship and support to mentors for girls and boys
- Monitor implementation of activities through regular field visits and assessments to ensure program quality and impact; and document challenges, successes and lessons learned
- Monitor adolescent and youths (Girl/Boy) groups daily and upload all collected data in online platform on a weekly basis;
- Prepare accurate and timely monitoring and field reports on a weekly basis and other project documentation as required,
- Using the GIRL-H and Boy Registers information to update on program interventions that the participants have benefitted from into the Nawiri M&E system,
- Ensure accountability to beneficiaries
- Supervision of program interventions and events.
- Perform any other duty as assigned by the Supervisor from time to time.

Required Qualification, Knowledge and Experience:

- Possess diploma in Community Development, community health, Social Work, Gender Studies, or any other related field,
- Minimum two years (2) experience working with NGOs/CBOs in adolescent and youth interventions, including livelihood interventions
- Commitment to working with adolescents and youth, girls, and boys,

- Experience in facilitating trainings
- Good written and oral communication skills
- Ability to work with minimum supervision and as part of a diverse team.
- Attention to detail and analytical skills are essential for the role
- Knowledge of Microsoft Word and Excel,
- Valid licence to ride a motor bike,
- Strong written and spoken English, Swahili and Ng'aturkana,
- Comply with the requirements of FCDO's Child Safeguarding Policy, organizational Policies and donor requirements.
- Commitment to and understanding of FCDO's Vision, Mission and Core values.

How to apply:

Candidates who meet the above requirements should submit their applications letters, updated CV and copies of academic documents, listing three referees, with their email and phone contacts ; and your current and expected remuneration to be addressed to:

The Program and Sponsorship Coordinator,
Frontiers Children Development Organization (FCDO),
P.O. Box 374-30500, **LODWAR**

Hand delivered to FCDO Office located along Lodwar-Kitale Highway, on or before **5PM Friday 8th March 2024.**

Shortlisted candidates MUST come with their original copies of Identity Cards, academic and professional certificates during the interview.

Only shortlisted candidates will be contacted.