



SAFE WATER AND AIDS PROJECT
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039901
Behind Royal City Hotel, Milimani, Website: www.swapkenya.org

VACANCY ANNOUNCEMENT

Posting date: 28th May, 2019

ASSISTANT PROJECT OFFICER – BUNGOMA

Summary

SWAP is an NGO with a mission to improve the quality of the vulnerable in the community, by building their capacities and supporting them to develop profitable health oriented micro-enterprises SWAP started its activities in 2005 and is operating in Western Kenya with its headquarters in Kisumu. We are looking for a qualified individual to supervise and monitor the existing program activities as well as the expansion of activities in Bungoma County under the Health Communication and Marketing HCM Project.

Essential requirements

- Minimum qualifications: Diploma in Community Health /Project Management /Community Development and Social work.
- Knowledge and understanding of the Community Strategy
- Business and record keeping skills
- Previous experience in supervision and monitoring activities.
- Computer literacy/proficiency is essential.
- Attention to detail and ability to multitask and work in hardship areas
- At least 3 years professional working experience with NGO's
 - Fluency in oral and written English and Swahili.
 - Good communication, organizational and interpersonal skills
 - Must be one with high standards of honesty and integrity and signatory to the code of conduct.
 - Certificate of good conduct is mandatory.
 - Knowledge of riding a motorcycle is an added advantage.

Duties& Responsibilities

- Work under supervision and guidance of the Project Officer in the mentoring and supervision of Community Health Volunteer under the HCM Project.
- Support the training team by co facilitating community trainings for the Community Health Volunteer and ongoing on the job training and mentoring.
- Manage stock and records and ensure documentation of all transactions and timely submission of reports.
- Strengthen collaboration with the Ministry of Health by attending stakeholder meetings. and technical working groups as well as participating in health related events and disaster response or preparedness.
- Provide timely monthly reports, work plans and biweekly reconciliation
- Participate in strategic planning and monthly SWAP meetings.
- Represent SWAP on partner and stakeholders meetings.
- Provide field supervision, monitoring and quality control.
- Data entry and verification.
- Promotion of SWAP products.

Interested applicants should submit: (a) a cover letter, and (b) detailed CV with names and addresses of 3 referees (including e-mail addresses and telephone numbers) to the HR Manager; (vacancies@swapkenya.org) or deliver them to the Kisumu office; behind Royal City Hotel in Milimani Estate latest by close of business **Tuesday 4th June, 2019**. Only short listed candidates will be contacted.