



KWETU
Strive to Sustain

Mtwapa, Kilifi South Sub-county, Kilifi County
TEL:+254 724 926 756 E-MAIL: info@kwetukenya.org Website: www.kwetukenya.org

Position: Social Worker

Reports To: Project Coordinator

LOCATION: Kilifi South and Ganze Sub counties

BACKGROUND

KWETU TRAINING CENTRE, LIP implementing an Orphans and Vulnerable Children (OVC) project in partnership with CRS under the MWENDO project that which seeks to empower local and county-level OVC stakeholders to strengthen the formal and informal health services and child welfare & protection systems, and the cross sectorial linkages and coordination between them to ensure quality service delivery for OVC and their families.

Job Summary: As a key member of the MWENDO programming team in the county, you will monitor and report on all project activities related to case management and service delivery with respect to OVC and their families in support of MWENDO's work to ensure improved access to health and social services to the OVC and their families. Your OVC service-oriented approach will ensure that the project consistently applies the new Case Management approach to the delivery of quality and time bound services to the OVC and their families as well as enhance their participation in their best interest to constantly work towards improving the impact of the benefits to the project beneficiaries. You will be reporting to the LIP Project Coordinator, work and coordinate closely with other MWENDO Project staff, key staff form the relevant ministries, Community Health Volunteers and Link Desk Person to contribute to a holistic, integrated, and comprehensive project implementation.

Job Responsibilities:

- Support the coordination, implementation, and monitoring of all assigned project activities as outlined in the LIP Detailed Implementation Plan in line with organizations principles and standards, donor and GOK requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Support the project volunteers in their efforts to reflect on project experiences.
- Collaborate with other organization staff and volunteers to prepare reports per established reporting schedule and guidelines.
- Provide technical support and monitor capacity building and technical support activities to the LCHVs, CHVs and Link Desk Persons to ensure effective and quality service provision.
- Actively engage in identifying and documentation of project promising practices, case and human-interest stories, dissemination and use of relevant knowledge in the field.
- Represent the organization and MWENDO project in meetings at county, sub county, ward and locational levels, working groups, and other events as requested, to support forging

- relations with the GOK, other stakeholders, the community and project beneficiaries.
- Ensure accurate and timely reporting of all assigned project activities per donor and CRS standards and established schedules.
 - Ensure community case workers (CCWs – project volunteers) complete required case management forms and ensure case filing system is developed and maintained.
 - Create community linkages for broader community engagement in case management.
 - Conduct joint support supervision with relevant GOK representatives to forge better working relationships
 - Conduct regular home visits with the CHVs to ascertain service provision to the project beneficiaries as well as providing support to the volunteers as package for care of carers

Qualification

Education and Experience

- Bachelor's degree in Social Science, International Development, Community Development or a related field or a Diploma holder with 3 years' experience
- At least 2-3 years of work experience in project support in the field of OVC, HIV/AIDS and other health-related projects in Kenya and for an NGO.
- In-depth understanding of program results, outcomes, impact, and reporting.
- Experience monitoring projects and collecting relevant data preferred.
- Excellent understating of GOK and PEPFAR OVC guidelines and standards.
- Experience using MS Windows and MS Office packages (Excel, Word, and PowerPoint).

Personal Skills

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with GOK, non GOK partners and community members and beneficiaries with minimal supervision
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented
- Ability to work under deadlines and meet strict donor deadlines

DISCLAIMER:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Applicants are required to send their letter of application, CV, relevant certificates and testimonials to jobs@kwetukenya.org indicating current and expected Salary by 15th May 2020 COB. Candidates should clearly indicate the position being applied for and its reference number **SW/MWENDO-KWETU/05/2020** as the email subject. Only short listed candidates will be contacted and interview will be done on a rolling basis. Canvassing will result to automatic disqualification.