



COMMUNITY DEVELOPMENT TRUST FUND

VACANCIES

**Recruitment of
PROGRAMME MANAGEMENT STAFF FOR
COMMUNITY DEVELOPMENT INITIATIVES (CDI)
(A joint Government of Kenya and European Commission programme)**

REGIONAL OFFICER (2 POSTS)

(One post in Meru and the other in Mombasa)

Key Functions

This position reports to the Community Development Programme Manager. In addition to duties as a Technical Officer involved in the Project Cycle Management of funded projects, this position is also responsible for the efficient and effective management of the Regional Office and its finances, including coordination with CDTF Programme Managers, Technical Support Services, Finance and Administration, Monitoring and Evaluation and Internal Audit Section.

Duties and Responsibilities

1. Oversee the development of the CDTF portfolio of community projects including CDI and Community Environment Facility Phase Two (CEF II) and representing CDTF in the region
2. Ensure that local communities and strategic partners have capacity in community development project management, governance, environmental conservation and livelihood improvements
3. Oversee the provision of technical and financial support to community projects during implementation including the promotion of new and innovative cost-effective approaches and techniques
4. Supervise and monitor project implementation including planning and reporting
5. Supervise regional staff and enhance coordination with all relevant CDTF head office departments and sections as well as with other regional offices and other stakeholders of CDTF in the region
6. Manage the use of regional resources, including finances, transport, equipment and stores
7. Consolidate quarterly and annual work plans and reports
8. Carry out staff performance appraisals and file reports as required by CDTF.

Qualifications and Experience

- Bachelors Degree in social science or civil /agricultural engineering or environmental science, with a bias towards rural/community development
- Minimum of 5 years experience in management of community based development projects
- Experience with project management at the strategic as well as at operational level
- Excellent communication and presentation skills
- Experience with financial and staff management
- Valid driver's licence without endorsements.