



HEART

Health Education Africa Resource Team

Empowering the People of Africa to Survive and to Thrive Beyond the HIV/AIDS Pandemic

VACANCY – Orphans and Vulnerable Children (OVC) Project Officer

Health Education Africa Resource Team (HEART) is a Faith Based Organization founded in 2000 and registered in Kenya as a Trust to provide community driven development by empowering the people of Kenya. HEART is currently seeking to fill the position of **Orphans and Vulnerable Children (OVC) Project Officer**.

Job Summary: The (OVC) Project Officer will offer technical and professional leadership to plan, implement, monitor and oversee activities related to orphans and vulnerable children and youth project at HEART.

Key Duties and Responsibilities:

1. **Project Planning:** Provide sound technical advice that will strengthen HEART program policy in OVC, based on an in-depth knowledge of household economic strengthening, social protection, families and communities that care for OVC and actively contribute to annual HEART Annual Operational Plan (AOP) preparation and reporting
2. **Project Management:** oversee the field activities in OVC project sites to ensure smooth implementation, support the field officers in implementation of the project, participate in program meetings and contribute to identifying areas of partnerships for synergy in program implementation, ensure services to the OVC are provided in time, such as school fees are paid in time and scholastic materials are delivered in time, ensure that requests to finance and procurement departments, including internal requisitions and travel advances requests are accurate, in line with the budget and project activities and are submitted within a timely manner to ensure project supplies and inputs are procured in an efficient and timely fashion
3. **Mentorship:** Create a calendar for mentoring the OVC and youth; promote the education and protection of girl child, mentor OVC who have cleared form four in career choices, provide psychosocial support to OVC on need basis, and organize meetings with parents to discuss OVC academic performance and overall wellness.
4. **Monitoring, Evaluation and Reporting:** Create and maintain an up to date file for each OVC, visit OVC in schools to monitor/track academic performance, collection and development of success stories/ storytelling, documenting quality photos and videos of OVC maintain a database of all OVC/youth and the services rendered to them, to ensure effective and quality data collection, prepare monthly reports on progress of implementation, and highlight constraints and suggestions for improved performance

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and submit this to Monitoring and Evaluation Coordinator and Kenya Executive Team, monitor provision of OVC core services (Education, Health and Nutrition, Protection, Psycho-social support, Shelter and Care and household economic strengthening)

5. **Collaborations and liaison:** Strengthen community led economic and advocacy initiatives for the sustainability of the OVC care and support, develop and maintain working relationships with key community leaders, government officials and beneficiaries, building the capacity of Partner organizations to manage the OVC case load in their respective areas and coordinate delivery of OVC core services through the centre coordinators and community leaders

Qualification Requirements

- University Degree in community development, social sciences or project management.
- Minimum 4 years professional experience in similar role.
- High level of language proficiency in English; able to make oral presentations and write clear reports.
- Self-motivated, persistent, resolute and able to deliver without close supervision.
- A Christian who is compassionate and cares, with ability to foster teamwork.
- Must have excellent people skills.
- Demonstrable leadership, supervisory and management skills.
- Must be a good communicator, capable of effectively sharing knowledge and skills gained with others.

Applications should include cover letter detailing suitability to the position, current and expected salary, CV, daytime telephone numbers, address and names of three references with phone contact information, should be addressed mailed to dominicahkanyi@africaheart.com by **14 April 2017**. Interviews will be scheduled when responsive applications are received.

Only short listed candidates will be contacted. ***HEART is an equal opportunity employer.***