



Title: Assistant Project Manager
Sector: Protection
Location: Nairobi, with travels to Mogadishu
Duration: 7 months, with the possibility of Extension
Closing Date: 22/05/2014
Start of Contract: 01/06/2014

BACKGROUND ON CISP PROTECTION PROGRAM

CISP protection program is driven by the overall goal of creating an environment in which survivors can obtain holistic compassionate care and support from quality survivor-centred services and catalysing community-led action to reduce tolerance of sexual violence and to implement comprehensive prevention measures through transforming harmful beliefs and norms that foster sexual violence.

The program is focused on strengthening institutional system for prevention, detection, and response to GBV together with improving quality and scope of response services delivered to survivors and children at risk. CISP increases knowledge on GBV through awareness raising, community dialogues and advocacy targeting key actors at district, national and international levels.

KEY RESPONSIBILITIES

- Under the direct supervision of the Project Manager, to assume primary responsibility for the supervision of specific intervention, and ensure compliance with the project tools, work plan and spending plan;
- To support the financial reporting process;
- To support the narrative reporting process, with specific focus on data collection and analysis, production of statistics, database management;
- To support the logistics of specific activities;
- To attend key meetings with stakeholders engaged in GBV prevention and response;
- To ensure coordination of the staff members and to facilitate the communication between staff members at field and coordination office level;
- To identify training needs and design skill building measures for staff members;
- Any other task identified by the supervisor.

REQUIRED QUALIFICATION AND COMPETENCIES:

- Bachelor/Master's Degree in Social Sciences, or related fields (M);
- At least 1 year experience in working in a humanitarian setting with an international NGO or UN agency;
- Excellent spoken and written English and ability to write documents and reports;
- Strong analytic skills;



- Strong computer skills: must be competent in the use of Windows, MS office programs (Word, Excel, Access), and ability to adapt to project developed databases and tools;
- Excellent skills in database management and statistics
- Proven leadership, problem solving and conflict management skills;
- Proven ability to work in a multidisciplinary team;
- Report/proposal writing skills;
- Excellent communication skills.
- Demonstrable experience on coordination of teams;

HOW TO APPLY

Send motivation letter and CV with at least 2 references to the following email addresses:

kaburu@cisp-nairobi.org and desgropes@cisp-som.org

Please note that only short-listed candidates will be contacted.