



Job Vacancy announcement

Governance Technical Advisor

Title:	Technical Advisor
Sector:	Governance
Location:	Kilifi County
Duration:	10 months (Renewable)
Reports to:	Project Manager

BACKGROUND INFORMATION:

CISP Kenya, Somalia and South Sudan, is an equal employment opportunity employer. Currently it has various field offices in Kenya with its Regional offices in Nairobi and its Headquarters in Rome. CISP Kenya carries out projects in area of development, more information available at www.cisp-ngo.org. CISP Kenya has been focusing on supporting National and county authorities to provide quality, equitable, transparent and accountable services in sector's of health, Education, livelihood, agriculture, child protection through capacity building, promoting active citizenship, shared accountability mechanisms at community, county authorities and national government level.

CISP is currently seeking for an experienced and highly motivated person to fill in Technical advisor position who will be based in Kilifi County.

Key responsibilities

- Represent the agency/organization in meetings and liaise with county officials and other actors, to advocate and promote programme goals and ensure coordination, implementation of common standards in the field;
- Through capacity assessment, identify priority thematic areas and support In the development of training programmes;
- Provide technical support on, among other things, Capacity building, needs assessment networking and data collection in the respective county;
- Day-to-day liaison with CSOs and other stakeholders to develop close working relationships towards the efficient and effective implementation of program activities;
- Hold planning, progress and review meetings with County government counterparts and other relevant partners;
- Identify and strengthen potential partnerships;
- Liaise with county government and reform institutions to ensure information sharing and two-way flows of information and inclusion in dialogue opportunities and joint ventures;
- Ensure that work plans and activities are aligned to the set annual Work Plan;

- Prepare project documents, progress reports and other background documents as maybe required;
- Organize dialogues, reflection meetings to promote knowledge sharing among major stakeholders in governance.
- Undertake outreach and other field visits to raise awareness on the project and monitoring project activities;
- Support the development of programmes to strengthen CSOs impact in governance;
- Provide advice to CSOs implementing civic education programmes and identify synergy's .

Qualifications, experience and competencies

- A university degree in law, development studies, political science or related disciplines;
- Proven experience in management and implementation of development programmes in the area of governance, law and human rights, devolution, etc.
- Experience in working with communities in targeted county and in particular with marginalized groups;
- Knowledge of working with Kenyan civil society;
- Strong report writing skills;
- Proven leadership, problem solving and conflict management skills;
- Basic financial skills especially in the area of financial report /review
- Strong interpersonal relations and communication skills;
- Excellent command of English (spoken and written), Basic Knowledge of local language in targeted county and Knowledge of Swahili is a must;
- Able to establish and maintain effective and meaningful working relations with different stakeholders;
- Innovative thinking and adaptability;
- Must be physically based in Kilifi County.

How to apply:

Interested and qualified persons, with the required experience are invited to submit their application to Human resource admin@cisp-nairobi.org and cc: njau@cisp-nairobi.org

Email subject: Application for Technical Advisor Position by close of business on **Wednesday 25th February 2015.**

- CV (not exceeding 4 pages), including 3 references.
- Cover letter (1 page) also include current and expected remuneration

Please note only shortlisted candidates will be contacted.