

APDK is a local NGO committed to improving the quality of life of persons with disabilities in Kenya and beyond. We are looking to fill the following position:

PROGRAMS OFFICER:

The holder of the position will assist the CEO/Head of Programs in managing, directing and coordinating a variety of programs and activities of programs department. Specifically, (s)he will be responsible for enhancing the capacity of targeted counties to implement medical assessments and registrations of persons with disabilities, creating community awareness, strengthening referral systems, and providing technical assistance to various stakeholders. This role will involve extensive collaboration with partners, conducting analyses, and ensuring disability inclusiveness in various counties and stakeholders.

Roles and Responsibilities:

A. Project Management

- ✓ Strengthen capacity of target organizations of persons with disabilities to implement project activities. • Support partners to develop and implement project work plans.
- Coordinate periodic project review meetings
- Strengthen participation of persons with disabilities in project activities
- Ensure timely communication and flow of information at the field level
- Conduct user feedback surveys to improve portal accessibility

B. Project Implementation

- ✓ Coordinate training stakeholders on inclusive recruitment processes and reasonable accommodations for persons with disabilities
- ✓ Follow-up on findings, recommendations, and Action Plans to ensure they are closed or updated
- ✓ Keep track and ensure project documentation, filing, data base and reporting is up to date in line with donor requirements
- ✓ In collaboration with Deputy Chief of Party provide effective, innovative, and supportive supervision to ensure operational efficiencies and outcome for planned activities
- ✓ Train stakeholders on inclusive recruitment processes and reasonable accommodations for persons with disabilities
 - Take lead in community mobilization and dialogue activities
 - Provide support and follow-ups for internship placements
- ✓ Train stakeholders on inclusive recruitment processes and reasonable accommodation for persons with disabilities

C. Coordination and Collaboration

- ✓ Assist in establishing and maintaining effective working relationships with stakeholders
- Collaborate with partners in developing a disability inclusion framework
- Engage in advocacy to create awareness among stakeholders on disability inclusion
- Strengthen referral networking among various stakeholders at the County level



- ✓ Support advocacy efforts by organizations of persons with disabilities to promote disability rights and inclusion within the community and County level networks

D. Monitoring, Evaluation and Learning

- Conduct periodic project monitoring visits and supportive supervision
- ✓ Support documentation, analysis and reporting of project progress; maintain project data in accessible formats through regular and timely progress reporting
- ✓ Coordinate timely submission of agreed upon reports as per reporting schedule and protocol
- ✓ Ensure relevant knowledge, project lessons learned, and other learning are internalized, documented and shared with relevant stakeholders.

E. Communication and Knowledge Management

- ✓ Responsible for delivering the APDK Brand, Media, and Advocacy events to meet Program priorities
- ✓ Provides strategic and coordination support planning, administration, and relevant networking in the areas of disability inclusion
- ✓ Takes lead for information gathering and dissemination
- ✓ Carry out the role-specific responsibility to safeguard children and adults at risk (as guided by APDK's relevant policies)

Requirements:

- ✓ Bachelor's Degree in Project Management or any other relevant degree e.g. Development Studies, Social Sciences, Public Health, Business Administration. A diploma in Rehabilitation Services will be an added advantage
- ✓ Minimum of 2-year experience in a similar position particularly with an NGO is preferred
- ✓ Great written and verbal communication skills
- ✓ Ability to cope under pressure and meet deadlines
- ✓ Track record of acting with integrity
- ✓ Ability to lead a team
- ✓ Have problem solving ability
- ✓ Willingness to commit and adhere to APDK mandate, mission, vision and values

Application Procedure:

Candidates with the required profile and proven experiences, are invited to send their applications to jobs@apdk.org before 5th July 2024.

Persons with disabilities who meet the qualifications are encouraged to apply for this position. Shortlisting will be done on a rolling basis; only short-listed candidates will be contacted.

APDK is an equal opportunity employer.

