



## **JOB ADVERTISEMENT-PROGRAMME COORDINATOR- *MOMENTS THAT MATTER PROJECT***

**Issue Date: 19<sup>th</sup> June 2025**

**Job Title: Programme Coordinator- *Moments that Matter Project***

**Duty Station: KAKAMEGA**

**Reports to: Head of Programmes and Partnerships**

**Direct Reports: Project officers**

**Salary Range: Kshs.100,000- Kshs.150,000**

### **BACKGROUND**

Anglican Development Services Western is a church-based development organization whose aim is to facilitate poor rural communities in Western Kenya to realize sustainable socio-economic development. ADSW is the development arm of the six (6) dioceses of the Anglican Church of Kenya Western Province. These dioceses are Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale. ADSW in partnership with ADS Nyanza is implementing the Moments that Matter (MTM) project which is an Early Childhood Development (ECD) project that targets children upto 18 months, through engagements with faith leaders, ECD promoters and national leaders to increase their knowledge, skills and activism to facilitate nurturing care parenting social and behavior change with the most vulnerable families in the target community. The project envisions to strengthen Primary Caregivers' well-being and increase their responsive care, early learning, child safety & security parenting practices to improve children's cognitive, language, social-emotional and motor skills development.

**Job Purpose:** ADS-W is seeking to recruit a Programme Coordinator to be based at the regional office in Kakamega County who shall report to the Head of Programmes and Partnerships and shall be responsible for the overall planning, coordination, implementation and reporting of the program ensuring that team members effectively undertake their roles within defined project strategies and approaches and that project risks are managed. The coordinator will be in charge of the Moments that matter project and other health interventions implemented by the organization. He/she will ensure that adequate systems are in place, staff are well trained to undertake their roles, staff are supervised and account for their results, resources are optimally



utilized and properly accounted for, project objectives are being addressed and that project successes are documented and managed.

### **Duties & Responsibilities**

The Programmes coordinator will perform the following duties:

- Participate in the development and implementation of integrated health programs including MTM-ECD, WASH, and MCH among others
- Ensure preparation and execution of effective annual work plans with budgetary provisions and breakdown annual work plans into doable activities i.e. weekly, monthly and quarterly plans.
- Ensure program quality by ensuring activities are implemented in accordance with project design, timely reporting, and standards maintenance
- Work closely with the Ministry of Health in joint planning and implementation, while adhering to the government's guidelines on community health strategy.
- Create and maintain comprehensive project documentation, plans and reports.
- Coordinate project and people management activities, resources, equipment and information; including monitoring and evaluation to advise on the projects progress and direction
- Develop, maintain and participate in strategic partnerships with government agencies, the community and with other stakeholders.
- Identify and conduct appropriate trainings for various groups of participants.
- Oversee project procurement management and monitor project progress while handling any issues that arise.
- Execute resource mobilization through concept notes, proposals, fundraising and develop business plans for groups for funding from the partners.
- Provide an advisory role to the Senior Management team, based on specific project deliverables.
- Ensure safeguarding of organization image, resources assigned and organizational policy through accountability.
- Mentor and support project officers, fostering a culture of professional growth and accountability
- Issue all appropriate legal paperwork regarding the project e.g contracts and terms of agreement, terms of references etc.

### **Relevant experience and skills:**

- A minimum of a Bachelor's degree in community health, public health, community development or any other related field.
- At least 5 years' experience in project coordination role, in community health and WASH programs and social protection in a reputable organization.
- Experience with donor reporting, project planning, and risk management
- Strong project management, leadership and communication skills



- Ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Team player-Ability to work with different people with effective leadership skills
- Communication skills-Able to communicate fluently and openly to pass all the information as and when there is a need to both verbally and written.
- Interpersonal skills such as listening, questioning, self-confidence, problem solving.
- Proficiency in Microsoft Office (Word, Excel, Project, Planner) and other document processing software.
- Attentive to details and excellent report writing skills.
- Alignment with ADS's mission, values, and policies.
- Strong aptitude for organizational change, participatory and servant leadership, innovation, learning and team building.
- Cross-cultural sensitivity, conflict resolution, and teamwork skills.
- Good problem solving and decision-making skills.
- Familiarity with risk management and quality assurance control

Interested applicants are encouraged to submit the following documents addressed to the chief executive officer via email only to: **recruitment@adswestern.org** by **30<sup>th</sup> June 2025 by 5pm EAT with reference number:- ADSW/PC/2025 in the subject line** of your email. Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to ADS-W (2 pages max) and an updated CV in PDF.

*Please note, only shortlisted candidates will be contacted.*