

Vacancy Announcement:

Pact Kenya is a Kenyan non governmental organization that facilitates institutional development of Civil Society Organizations through Capacity Building and Grants Management. We work in Environment and Natural Resources Management, Conflict Management and Peace Building, Democracy and Governance and Women Empowerment. One of our projects funded by the United States Agency for International Development (USAID) and implemented by Pact Inc. and Pact Kenya to provide grants and capacity building support to targeted CSOs is the Kenyan Civil Society Strengthening Program (KCSSP). The programme is seeking to attract competent individuals for the following positions:

1. Project Officer (PK/PO-PBCM 2010) six months short term contract

Reporting to the Programme Manager, Peace Building and Conflict Management, the Project Officer will primarily support the implementation of a Peace Building and Conflict Management Rapid Response mechanism to enhance its conflict early warning, prevention, mitigation and management at both Local, National, and Cross border levels, as well as enhancing the capacity of local peace building structures and community based organisations towards mitigating conflict.

Specifically, the Project Officer will:

- Support the National Steering Committee (NSC) to enhance the visibility of its early warning and response mechanism
- Enhance the responsiveness of Pact Kenya's partners to conflict early warning including improved information sharing
- Receive and review Rapid Response Fund (RRF) applications in line with the guidelines under the Rapid Response framework within the NSC
- With support from the NSC, coordinate the role of the National Rapid Response Steering Committee (NRRSC)
- Monitor and evaluate implementation of RRF by sub grantees to ensure they meet donor requirements
- Compile activity and quarterly reports and present them to Pact Kenya and the NRRSC
- Attend and serve as secretary during the NRRSC meetings
- Work closely with Pact Kenya staff for the disbursement and accounting of RRF funds
- Ensure appropriate project documentation, and record keeping at all times during the implementation

Education, Experience and Qualifications;

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- Minimum of a Bachelors degree in related discipline
- Passion for Peace Building and Conflict Management work
- Knowledge of monitoring ,evaluation, reporting and learning methodologies
- Good representation and public relations skills
- Strong analytical and report writing skills

2. Grants Officer (PK/GO 2010) six months short term contract

Reporting to the Grants Manager, the Grants Officer will work closely with the peace building team and will primarily ensure proper maintenance and functioning of the grants management system during the implementation of the rapid response mechanism. This shall include monitoring the grants management and administration process from solicitation through close out and ensuring proper compliance with all donor regulations.

Specifically, the Grants Officer will:

- Support partners in meeting the requirements of the Rapid Response Fund
- Ensure timely disbursement and accounting of RRF funds and ensure appropriate record keeping
- Review financial reports from grantees to ensure financial compliance against grant budget
- Review all grantee deliverables to ensure grant compliance while providing feedback to partners, as appropriate
- Manage all the administrative and financial aspects of awards to partners
- Compile activity, monthly and quarterly financial reports
- Support the grants team in the monitoring of other Pact Kenya funded activities

Education, Experience and Qualifications;

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- Bachelor of Commerce degree (Accounting or Finance) and at least CPA 3
- Highly proficient in Ms Office including Word, Excel, Access etc.
- Good representation, public relations, strong analytical and report writing skills
- Experience with financial accounting management systems such as ACCPAC
- Previous work experience in grants or finance related field especially on USAID funded projects

3. Database Administrator (PK/DA 2010) annual renewable contract

Reporting to the head of programme development on the data quality requirements, the Database Administrator's primary focus will be to standardize and coordinate data entry and mining of information, as well as maintain database integrity. Additionally, the incumbent will provide backup support to the IT department with server administration, user account maintenance, network security, systems documentation, and help-desk support functions as well as participate in planning for future upgrades and technology enhancements.

Specifically, the Database Administrator will:

- Be responsible for completion of all data entry and updates
- Manage customization and development of reports in an accurate and timely manner as and when required
- Act as primary contact with system support group (database developer, IT department and MERL team) to troubleshoot any technical issues
- Provides in-house expertise and technical support to end-users on database and software-related issues: identifies, researches, and resolves technical problems, working with the IT department and database developer, and documents, tracks and monitors problems to ensure a timely resolution
- Evaluate need for and recommend system upgrades
- Oversees day-to-day integrity of database and database procedures, which may include conducting weekly and monthly audits of data to confirm use of accurate entry processes; identifying and eliminating duplicate records; and maintaining users security settings

- Comparing and verifying accuracy of data with source documents (quarterly reports, performance monitoring matrix, Management Capacity Assessment and Organizational Capacity Assessment, site visit reports, joint reviews etc.) for consistency
- Reporting errors in accuracy/integrity/availability of source data to relevant program and MERL staff for verification
- Conducts all global changes and/or data imports to maintain data, and periodically eliminates obsolete query, export and report parameter settings
- Ensure proper and regular user training on optimal use of database

Education, Experience and Qualifications:

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- Bachelors Degree in IT or related field e.g. Computer Science
- Professional certifications such as MCDBA CCNA, Linux +/LPI and Oracle database applications will be highly desirable
- At least three years working experience in Database Management Systems (DBMS) administration and maintenance, database design, analysis, and management
- UNIX Administration knowledge and Apache is preferred, knowledge of Microsoft Windows 2000/2003 server. Experience in website maintenance Experience in network administration, advanced knowledge of database management (Oracle, MySQL etc)

Applicants must submit (1) detailed and current CV (2) cover letter demonstrating why they qualify for this position (3) contact information for 3 referees; and (4) indicate current remuneration package. Only candidates short-listed for interview will be contacted.

If you meet the requirements for the advertised positions, please submit your application and CV electronically to hr.admin@pactke.org, quoting the reference numbers provided.

Deadline for applications submission will be close of business Friday 13th August, 2010