

Job Description: Project Officer – Youth Employment and Entrepreneurship Project (YEEP)	Responsible to: Youth and Livelihood Programme Manager
Responsible for: Overseeing the implementation of the YEEP project in Machakos and Siaya	Location: Nairobi with frequent travel to Machakos and Siaya
Job Purpose: The purpose of of this role is to oversee the implementation of the Youth Employment and Entrepreneurship project in Machakos and Siaya. The Youth Employment and Entrepreneurship Project seeks to establish a sustainable support structure for the employment of marginalised youth in micro-enterprises in Machakos and Siaya	

<p>Responsibilities:</p> <p>Project development and implementation</p> <ul style="list-style-type: none"> • Together with the Programme Manager provide technical expertise on livelihood approaches to Project Assistants to ensure activities are meeting their intended outcomes, objectives and achieving impact. • Ensure that monthly, quarterly, and annual progress reports are prepared and submitted to expected standards. • Take lead in developing project activity plans and budgets. • Coordinate generation of evidence to inform projects design and implementation • Work together with Project Assistants to ensure that key project activities including trainings are implemented in line with the standards required. • Work closely with the YPM in the identification of existing gaps in the project. • Together with the Youth Engagement Project Officer identify and support strategies to build the capacity of project primary actors to engage in advocacy, policy development and development processes at the national and county development. • Work with the ICS Project Officer in enhancing the integration of YEEP activities and ICS project activities. <p>Monitoring & Evaluation and Reporting</p> <ul style="list-style-type: none"> • Interrogate and advise on project quality, M&E and reporting. • Develop project impact tools and ensure they are integrated into the project. • Lead on reviews and ensuring that information from the M&E report is used to further develop the project • Compilation of evidenced based reports, collation of lesson-learning, good practice and success stories. <p>Staff Management and Volunteer Management</p> <ul style="list-style-type: none"> • Line manage 2 staff and ensure staff are motivated and supported through regular supervision. • Provide support in the staff and volunteer recruitment processes. • Ensure that national volunteers and corporate volunteers are well managed and engaged in the project activities <p>Budgeting and Financial Management</p> <ul style="list-style-type: none"> • Participate in financial planning and phasing, administer and monitor expenditures against budgets and maintain budget tracking records for projects. 	<p>Skills, Knowledge and Experience</p> <p>Knowledge/qualifications:</p> <ul style="list-style-type: none"> • A Bachelor's degree preferably in social sciences, Business /Enterprise Development • A Master's degree in Project Management, community development or entrepreneurship will be an added advantage <p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years professional experience in livelihood programming in enterprise development experience, which should include working in/with innovation hubs, micro and small enterprise development, and with young entrepreneurs/potential entrepreneurs, as well as youth employability programmes in Kenya • Experience in providing support to youth from a wide range of backgrounds and with proven ability to facilitate learning in a non-formal environment leading to transformative youth employment and entrepreneurship. • Experience working with youth and their families in education or livelihood initiatives • Experience managing staff especially within livelihoods programming and promoting self and team development and learning. • Experience in designing, implementing and evaluating youth development projects. • Experience in developing and using monitoring and evaluation tools and participatory methodologies • Experience and skills in managing budgets and undertaking accounting <p>Skills/Abilities:</p> <ul style="list-style-type: none"> • Strong IT skills and outstanding experience and knowledge in use of MS Excel • Excellent written verbal, communication, report writing and facilitation skills • Good organisation and planning skills • Able to work independently and as part of a multidisciplinary team • Strong presentation and training facilitation skills • Conversant with current trends in monitoring, evaluation and research
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- Track, in liaison with Project Accountant the project implementation expenditure levels and manage work plans and budgets and project audit recommendations.
- Manage the budget reporting, requests and process payment requests for project activities.

Relationship management and partnership working

- Participate in country sector specific forums and county/regional levels as will be appropriate.
- Manage partners' expectations in terms of the support that VSO Kenya can provide, enhance accountability & transparency mechanisms.
- Ensure that all project partners and stakeholders are kept regularly informed about the progress of the project.

Logistical and Administrative support

- Coordinate project logistical and administrative support together with the Project Assistants.

- Excellent relationship management skills and experience working with people in different context
- Evidence of professionalism and high integrity
- Evidence of effective problem solving and organizational skills
- Evidence of openness to learning to improve own performance

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy