

CAREER OPPORTUNITIES

KCDF is a Kenyan Foundation that supports sustainable development of communities by working in a number of key sectors including Livelihoods Development (urban and rural communities); Economic Empowerment & Entrepreneurship; Environment, Food Security & Climate Change; Education, Youth & Children; and Policy and Advocacy, and the promotion of social justice across all our community engagements. We also perceive capacity building and the strengthening of local institutions as key and central part in achieving the sustainability agenda.

We are seeking to recruit a talented, experienced and highly motivated individual to strengthen the programme team as follows:

1. PROGRAMME CO-ORDINATOR – EDUCATION, YOUTH AND CHILDREN (REF-KCDF/EYC/2014)

This is a management level position reporting to the Programme Director. S/He must be able to accurately interpret KCDF's strategic development goals and objectives, align them to the national development priorities and translate those ideas into grantmaking and capacity building initiatives of Kenyan communities. This position is on a two (2) year renewable contract subject to performance and availability of funding. Other key roles and responsibilities are listed below:

Requirements

- University graduate in social or development studies, preferably in education. An advanced degree qualification is desirable.
- A minimum of 7 year's practical and progressive experience in a similar role in a Kenyan or development organization working in Kenya at the national level.
- A fast learner with demonstrable capability and willingness to work within a team environment.
- Proven leadership, management, organizational and networking skills.
- Excellent communication, writing, interpersonal, facilitation and presentation skills.
- Progressive experience in fundraising and resource mobilization with demonstrable success in working with a wide cross-section of funders (local and international).
- Experience in grantmaking and multi-donor arrangements is a key requirement.

Applications must only be submitted electronically via Email to jobs@kcdf.or.ke, attaching current resume and day time contacts of three referees to be received not later than **February 28th 2014**. Please quote the reference numbers in the subject line.

KCDF is an equal opportunity employer and only shortlisted candidates shall be contacted.