



ATTRACTIVE VACANCY ANNOUNCEMENT

The Pastoralist Community Initiative and Development Assistance (PACIDA) is a regional NGO committed to linking emergency, rehabilitation and development in pursue of sustainable community development. PACIDA works with marginalized pastoralist and agro-pastoralist populations in the arid and semi-arid areas in Kenya and Southern Ethiopia to end poverty and hunger and provide sustainable durable solutions to the challenges affecting the vulnerable communities. We are looking for qualified personnel to fill the vacant position as follows:

Job Title : **Partnership Manager-PC (Partnership Coordinator)**
Reporting to : Executive Management Team and specifically to Executive Director (ED).
Location : Head Office, Marsabit.

JOB DESCRIPTION

JOB SUMMARY:

The Partnership Manager (PC) also refered as Partnership Coordinator is responsible for the coordination and management of all PACIDA's programmes in Kenya, ensuring best practice in all programme areas and a commitment of PACIDA's principles and values.

RESPONSIBILITIES AND TASKS:

- Manage the planning, monitoring and evaluation of the development, relief and rehabilitation programmes,
- Responsible for financial and narrative reports of programmes under implementation ,
- Responsible for acquisition of external funding,
- Ensure that the programme is implemented in a gender sensitive and participative manner,
- Ensure that the protection needs of the beneficiaries are taken into account in all programme interventions,
- Responsible for identification and formulation of new projects,
- Ensure the programme is implemented in accordance with PACIDA's Guiding Values and Principles,
- Participate in regular Executive Management Team Meetings, and
- Responsible for financial administration and budget control of the PACIDA,
- Advise PACIDA's programme manager and programme staff on the policy of the programs under his/her responsibility,
- Perform any other tasks related to programme management, planning and implementation.

Representation

- Establish and maintain contacts with donors, local and international NGO's and relevant UN agencies.
- Liaise and co-ordinate with PACIDA's network and partners.
- Responsible for proposal development and other resource mobilization initiatives,

Human resources management:

- Responsible for capacity building and development of staff.
- Manage personnel.
- Responsible for performance management and staff appraisal.
- Responsible for formulation, implementation and adaptation of a local security plan and local evacuation plan.

EXPERIENCE AND SKILLS

- University degree in International Development, Business Administration, Commerce, International Relations, Community Development, Project Management, and/or experience working in a related role,
- Experience managing grants, contracts & sub agreements with knowledge of major funders' guidelines (e.g. USAID, ECHO, BMZ, DFID etc.),
- Relevant experience managing donor funded projects with International NGO's particularly those addressing marginalized pastoralist and agro-pastoralist populations in the arid and semi-arid areas through application of partnership approaches,
- Strong analytical skills, computer literacy and excellent documentation skills are a must,
- Ability to work well with a team and establish relationships with other teams/offices,
- Cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures,
- Highly developed interpersonal and including influencing and negotiation skills,
- Experience working with implementing partners and managing sub awards/grants,
- Excellent time management and planning capacity,
- Experience in effective teamwork and outstanding inter-personal skills.
- Fluency and excellent communication skills in English language. Good knowledge of the local languages will be an added advantage.
- Experience in effective teamwork and outstanding inter-personal communication skills.
- Experience in coalition building and working with marginalized pastoralist and agro-pastoralist populations in the arid and semi-arid areas in Kenya and Southern Ethiopia will be an advantage.

Interested, qualified applicants are encouraged to **submit a one-page motivation letter and a detailed CV all in PDF format** including 3 referees. Applications with the position applied for as the subject should be sent to **recruit@eaglehe.co.ke** on or before **11th January 2023**.

Only shortlisted candidate will be contacted. PACIDA is an equal opportunity employer and does not discriminate in its selection and employment practices. **Eagle HR Consultants Ltd does not charge any fee to candidates for recruitment.**