



AMOT GIRLS FOUNDATION

POSITION OF VOLUNTEER PROGRAM OFFICER

1.1: General purpose of the role

The general purpose of the job is in accordance with established priorities, time limitations, funding limitations or other specifications.

1.2: Specific Responsibilities

Key outputs (Accountabilities and results)	Specific Roles
Planning and Implementation	<ul style="list-style-type: none"> ● Provide overall strategic leadership in the planning, implementation and reporting of organization’s programs and activities. ● Contribute to the development and roll out the organization’s annual operational plan. ● Development and facilitation of workshops, trainings, meetings or conferences for project participants and stakeholders. ● Ensure timely and effective partner mobilization for meaningful involvement in the implementation of activities. ● Provide technical support to partners and staff ensuring that operational plans of the organization are being implemented efficiently and effectively. ● Provide liaison with various stakeholders including government officials, Civil Society Organizations, Media and private sector etc.
Monitoring, documentation and Knowledge Management	<ul style="list-style-type: none"> ● Provide leadership in developing and reviewing of monitoring plans and strategies. ● Conduct routine monitoring of indicator progress, as guided by project M&E plan. ● Contribute to the process of cleaning, organizing and archiving relevant organizational data, knowledge and evidence; ● Development, compilation and writing of communications and promotional literature for distribution such as newsletters, training manuals, brochures or flyers. ● Develop quality technical reports i.e. weekly briefs, monthly reports, monthly reports and annual reports in-line with AMOT and donor reporting guidelines. ● Facilitate regular learning and reflection sessions and help implement improvements as may be appropriate; ● Document best practices, human interest stories and refine case studies for publication



Fundraising and Resource Mobilization	<ul style="list-style-type: none"> ● Conduct research on fundraising opportunities and identifying relevant opportunities for application. ● Preparing fundraising concept notes, expression of interests and proposals. ● Attending fundraising seminars and awareness sessions in order develop relevant fundraising documents ● Advising the Executive director on fundraising opportunities.
Staff Management and Administration	<ul style="list-style-type: none"> ● Provide supervision to the direct reports ● Develop and execute staff capacity building plans ● Review project requisitions, payments, contracts and agreements to ensure that they are in line with the policies of the organization and the specification of the project.
Other responsibilities	As assigned by the supervisor

2.0 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor’s Degree in Development studies, Project Management, Political studies, Community Development Studies or related Social Science Discipline.
- A minimum of 3 years working experience preferably in NGO setting,
- Good experience and knowledge of program management and development procedures
- Proven ability to conceptualize, innovate, fundraise, manage programs and staff
- Proven ability to cultivate long term mutually beneficial partnerships with local communities, key state departments, CSOs and Corporate organizations at various levels - national to county
- Ability to work under pressure, make decisions and multi-task.
- Enthusiastic and connects well with people of all backgrounds, and able to inspire and motivate
- Experience compiling high quality reports namely narrative and financial reporting.
- High computer skills including Ms Office and internet
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient