



VOWWEK-VOICES OF WOMEN IN WESTERN KENYA

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VOICES OF WOMEN IN WESTERN KENYA

Position : INTERN- Programs
Reports To : **PROGRAM MANAGER**
Location : Kisumu, Kenya
Number : 1

VOICES OF WOMEN IN WESTERN KENYA (VOWWEK) was founded in 2012 to work with the LGBTI/WSW individuals in the rural areas of Western part of Kenya where women face challenges at family and community level due to negative cultural practices and limited understanding of gender identity and roles. VOWWEK therefore exists to create space where LGBTIQ Women's Voices are heard through promotion of women rights as human rights in the rural areas of the Western Kenya Region and its environs.

We are seeking to employ an Intern to Coordinate activities of VOWWEK

POSITION SUMMARY

Coordinate all the Trans related activities of VOWWEK in the allocated Project area and supervise and motivate community volunteers, establish and maintain a network between Community Leaders and other relevant line Ministries, and other like-minded Civil Society Organizations, Develop annual work plans and facilitate development of partner contracts and facilitate periodic monitoring and evaluation of the project.

Main duties and responsibilities:

1. Liaise, accordingly with the Opinion leaders, Private sectors and other agencies ensure appropriate provision of services and use of resources;
2. Supervise the implementation process and in accordance with the deadlines based on plans and timeliness of the projects
3. Co-ordinate preparation of timely periodical reports and present monthly, quarterly and any other required reports of the project

4. Provide lead in Preparing suggestions, plans and other documents that results to enhanced strategy in the framework of the VOWWEK projects.
5. Coordinate timely request for funds and any other materials/equipment for programs.
6. Identify and enhance networking and collaboration in the field.
7. Provide quality representation of VOWWEK in the Sub-county's stakeholder's forums/meetings.
8. Mentor, capacity build and impart up-to-date skills to Community Volunteers and Trans persons in the program result areas
9. Provide psychosocial support to LGBTQ Women

Qualifications

1. Diploma in Community Development or Social Work
2. At least three years' experience in community development work preferably in the field women's empowerment and LGBTI programming
3. Knowledge in M & E
4. Knowledge and experience with and community- based programming
5. Knowledge and experience working with Community Based Opinion Leaders
6. Strong written and verbal communication skills
7. ICT an added advantage

Applicants must submit a cover letter, explaining why they are suitable for the role, and an up-to-date CV of no more than 5 pages. The application should be sent to on vowwekreruitment@gmail.com by end of business on 30th January 2018. Only shortlisted candidates will be contacted