

EAST AFRICAN CIVIL SOCIETY ORGANISATIONS' FORUM

Strengthening Civil Society in the Integration Process



EACSO F YOUTH PROGRAM ASSISTANT

TERMS OF REFERENCE

BACKGROUND

The East African Civil Society Organizations' Forum (EACSO F) Kenya Chapter is a membership Non-Governmental Organization that was formed in 2013 and registered in 2014. It is an autonomous umbrella body for civil society organisations operating in Kenya whose primary Mission is to provide a platform and catalyze a critical mass of organized civil society to engage in need-driven, people-centered East Africa integration and cooperation process effectively and proactively for equitable and sustainable development. EACSO F envisions a future for people built on self-determination with citizens in control of the social, economic and political capital. EACSO F is recognized as a representative body under the Consultative Dialogue Framework (CDF) adopted by the EAC Council of Ministers for Private Sector, Civil Society and Other Interest Groups during its 26th Meeting (EAC/CM26/DECISION 06). This Decision aimed to create an enabling environment for Private Sector and Civil Society participation in the integration process. .

JOB PURPOSE

The EACSO F Program Assistant shall assist the Coordinator in ensuring that the Secretariat delivers on its facilitation role as a platform for CSOs in Kenya in general and Mombasa CSO platform in particular.

DUTIES AND RESPONSIBILITIES

The Youth Program Assistant will be required to:

H/she shall work closely with the coordinator and assist her to among other things:

- Manage linkages between the Mombasa CSO's and its networks/partners on port reform.
- Coordinate planning and facilitation and reporting of Mombasa CSOs platform activities
- Assist EACSOFF to institutionalize youth participation including through regional networks and events.
- Coordinate preparation, planning, facilitation and reporting of youth EAC participation initiatives
- Implement EACSOFF advocacy Strategy
- Network and support preparation and implementation of media publicity initiatives by EACSOFF
- Assist to report against the deliverables defined in the approved work plan and the monitoring Plan.
- Assist the National Coordinator to prepare reports
- Represent EACSOFF at meetings and events
- Assist to produce quarterly and bi-annual electronic newsletters
- Ensure that adherence to administrative standards in project cost control, book keeping, procurement, filing and storing of project documents.

2. DURATION AND LOCATION

The EACSOFF Program Assistant will be engaged for 4 months and be based at the Offices of Collaborative Centre for Gender and Development (where EACSOFF is hosted) in Westlands, Nairobi, Kenya but is expected to travel frequently within the country on official business.

3. QUALIFICATIONS/PROFILE

The Program Assistant will have the following qualifications/profile:

- Experienced project manager (project cycle management), with at least 2 years' experience in policy advocacy
- Knowledge of financial management of projects including project cost control
- Should demonstrate extensive knowledge of the work and working environment of civil society organizations in Kenya and the EAC/Africa region

- A Bachelor's degree in Project Management, Social Studies, Law, Education, Business Management, Development Studies, International Relations, Diplomacy or related social science discipline
- Proven track record of working and contacts with the Government Ministries, State departments and Commissions; CSOs and PSOs.
- Knowledge of capacity building, coaching and mentoring is an added advantage
- Good diplomatic and inter-personal skills.
- Good communication skills: demonstrate strong report writing ability and working knowledge of relevant ICT including key computer packages.
- Demonstrate knowledge of relationship-building skills, and accustomed to building networks and coordination mechanisms across institutions.
- Proficient in both English and Kiswahili.

APPLICATION PROCESS

All interested Applicants will be required to refer to the detailed ToR on the following websites: www.eacsofkenya.org or www.ccgdcntr.org and email their cover letter on their suitability and experience as well as listing certificates & testimonials and attach detailed CV to eacsofke@gmail.com and copy to info@ccgdcentre.org to reach us by 2nd August, 2018 by 12.00 mid night. Do not attach copies of academic certificates and other testimonials.