



## JOB ADVERTISEMENT

**JOB TITLE:** Field Officers  
**POSITIONS:** Three (3)  
**SUPERVISOR:** Branch Coordinator  
**DUTY STATION:** Tana River, Siaya and Kisii Branch

### MAIN PURPOSE OF THE JOB

Responsible for program implementation in line with the YWCA's Vision and Mission. The incumbent will support the implementation of the Strategic plan and to ensure day to day management of branch's programmatic activities.

### DUTIES AND RESPONSIBILITIES

<b>Project Management and Coordination</b>	<ul style="list-style-type: none"><li>• Implement project activities in accordance to the project's Key Result Areas and demands</li><li>• Development and implementation of Branch programs/ activities including development of work plans and project budgets</li><li>• Initiate and coordinate programmatic activities at the branch</li><li>• Support the program team in program operations</li><li>• Ensure visibility of the branch through vibrant community programs</li><li>• Actively initiate and implement Christian Emphasis programs in the branch in liaison with the branch manager and Head of programs</li><li>• Develop new initiatives to increase YWCA program vibrancy</li><li>• Respond to Branch queries on programmatic issues</li></ul>
<b>Membership</b>	<ul style="list-style-type: none"><li>• Carry out membership drives in the community</li><li>• Ensure membership recruitment and retention at the branch</li><li>• Develop strategies that support membership retention</li><li>• Develop and maintain branch membership database in liaison with Field Officer-membership</li></ul>
<b>Fundraising for the organization</b>	<ul style="list-style-type: none"><li>• Assist to develop concepts and proposals</li><li>• Support community resource mobilization events</li></ul>
<b>Facilitate Partner engagements</b>	<ul style="list-style-type: none"><li>• Identify funding and partnership opportunities (Draft MOU's for mutual partnership engagements) in liaison with the Head Office</li></ul>
<b>Research and Reporting</b>	<ul style="list-style-type: none"><li>• Desk research on trending issues and possible YWCA intervention</li><li>• Provide periodic reports on project implementation which include activity reports, monthly reports, quarterly reports and annual reports</li><li>• Develop an effective filing method for project documents</li></ul>

### JOB SPECIFICATION AND OTHER INFORMATION RELATED TO THE JOB

#### (a) Level of Education/Academic Qualification

- Diploma/Degree in field of social, Gender, international development, conflict management or related social science field.
- Two years of proven work experience
- Ability to manage different projects with different donor demands

**(b) Other Competencies/Abilities/Skills Required**

- Project Management skills
- Planning and Organizational skills
- Computer literate
- Excellent written and verbal communication skills is an important key competence.
- Excellent filing and organizational skills.
- Excellent facilitation skills
- Excellent write and reporting skills

**(c) Relevant Job Experience**

- At least two (2) years of relevant experience.

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on PDF format to [recruitment@ywcakenya.org](mailto:recruitment@ywcakenya.org) indicating **Job Title, Branch, Expected Salary and Availability** by close of business on **19<sup>th</sup> August 2025**. Only shortlisted candidates will be contacted.