



**Strengthening Community Partnership and Empowerment**

• Biashara Street/Arcade Building • P. O. Box 1649-80108 Kilifi/Kenya • Website: [www.scope-kenya.org](http://www.scope-kenya.org)  
 • Telephone: +254(0)41752 2419, +254(0)727950 128/721 840 989 • Email: [info@scope-kenya.org](mailto:info@scope-kenya.org), [scope@scope-kenya.org](mailto:scope@scope-kenya.org)

<b>JOB TITLE: OVC Coordinator</b>	
<b>DEPARTMENT:</b>	<b>LOCATION:</b>
Finance	Coast Region
<p><b>Description of SCOPE:</b>          SCOPE is a Non-Governmental Organization established in 1999 and registered under the NGO Coordination Act in 2008. The headquarters are in Kilifi town, with satellite offices in Kwale, Mombasa and Tana River. The organization’s mission is to promote innovation, education and participation by all, through partnerships, networking and advocating for good health and sustainable livelihoods at local and national level”          SCOPE’S main focus is towards ensuring that the most vulnerable in society are empowered to embrace better livelihoods. SCOPE’s vision is “an empowered, healthy and harmonious community”</p>	
<p><b>Job Purpose:</b>          The Coordinator for the OVC program is responsible to ensure that program targets and objectives are met in a timely and efficient manner. The Coordinator will be responsible to work with OVC teams, and other referral services to identify, verify and provide care for Orphans and Vulnerable Children (OVC) within Kilifi County          The Coordinator is responsible to report to the Technical Manager regarding program needs, and program development</p>	
<p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Monitor the work of OVC teams in the community to ensure that appropriate children are enrolled in the program, and are receiving the services that have been given to them.</li> <li>• Liaise with clinics and medical institutions to find beneficiaries to be enrolled in the program</li> <li>• Develop strategies to ensure that stigma does not occur to the child as a result of program activities</li> <li>• Verify that children recommended to the program are in fact qualified for the program and meet the program criteria</li> <li>• Prepare monthly work plans and submit these to the program manager by the 28<sup>th</sup> of each month.</li> <li>• Prepare monthly reports which highlight program accomplishments and challenges by the</li> <li>• Monitor children enrolled in the program and ensure that care is being provided as</li> <li>• outlined in the program goals and objectives</li> </ul>	
<p><b>PERSON SPECIFICATION</b>  <b>The successful candidate will need:</b></p> <ul style="list-style-type: none"> <li>• A higher Diploma in business administration, community development or relevant field.</li> <li>• At least 3 years’ relevant field experience in microfinance sector involving supporting marginalized groups to access diverse financial services and develop sustainable livelihoods in both rural and urban settings.</li> <li>• Prior experience working with children necessary</li> <li>• Experience of working with youths from marginalized backgrounds and/or OVC households will be an added advantage.</li> </ul>	
<p><b>Other qualities:</b></p> <ul style="list-style-type: none"> <li>• Good planning and organizational skills and efficient work methods</li> <li>• Ability to work well in a team as well as independently.</li> <li>• Ability to take initiative, prioritize, organize workload, meet deadlines and work under pressure</li> <li>• High level of integrity, values, ethics and a strong passion to empower the poor.</li> <li>• Creative, innovative and capable of trying something new.</li> <li>• Requires excellent organizational and time management skills</li> <li>• Must have proven analytical/problem solving abilities</li> <li>• Requires excellent interpersonal and written and oral communication skills</li> </ul>	



**Strengthening Community Partnership and Empowerment**

- 
- Biashara Street/Arcade Building • P. O. Box 1649-80108 Kilifi/Kenya • Website: [www.scope-kenya.org](http://www.scope-kenya.org)
  - Telephone: +254(0)41752 2419, +254(0)727950 128/721 840 989 • Email: [info@scope-kenya.org](mailto:info@scope-kenya.org), [scope@scope-kenya.org](mailto:scope@scope-kenya.org)

**ANY OTHER INFORMATION:**

**How to Apply**

Please send your CV only quoting the job title on the email subject (OVC Coordinator) to [info@scope-kenya.org](mailto:info@scope-kenya.org) before 22<sup>nd</sup> March, 2017.

Kindly indicate current/last salary on your CV. Ladies are encouraged to apply. Only applicants meeting the strict criteria outlined above will be contacted as part of the short listing process.