

Sexual and Reproductive Health Rights (SRHR) Project Manager job description

Siaya Education Project popularly known as SEP is a not for profit organization registered in Kenya and working in Siaya County in western Kenya region. SEP stands on five pillars comprising of a set of programs targeting in school youths through provision of holistic education by developing their capacities in academia, skills and talent development, entrepreneurship, community service and mainstreaming cross cutting issues.

Our Vision

A society in which all youths have access to the necessary skills and resources to realize their full potential

Our Mission

To support youths in acquiring holistic education to enable them achieve their dreams and to contribute meaningfully to society

Our Core Values

- Open mindedness
- Compassion
- Integrity
- Respect
- Transparency

How We Work

SEP core mandate comprises of four programmatic areas comprising of Academic development; Skills and Talent development; Entrepreneurship development and Community Service. SEP directly implements these programs. The other thematic areas comprising of Sexual and Reproductive Health Rights (SRHR); Physical, Emotional and Psychological support program and Environmental management are clustered under cross cutting issues. This means that while implementing the four core programs, the cross cutting issues are equally taken into consideration because they impact on the four core programs. SEP works in collaboration with other stakeholders with expertise in these cross cutting issues through networking and collaboration.

With funding from Stichting Siaya SEP has been implementing academic development programs in Ugunja Sub County in Siaya County for the last 7 years. This comprises of mentorship activities for in school youths over

the school holidays and also supporting the academically gifted students whose families are not in a position to pay school fees by giving full or partial scholarship.

With funding from Amplifychange a UK based organization, SEP is introducing Sexual and Reproductive Health Rights (SRHR) Program in Gem Sub County in Siaya County. This program is aimed at supporting teenage mothers by providing Comprehensive Sexuality Education and counseling services at designated SEP Youth Friendly Spaces.

SEP is looking for an experienced Project Manager (PM) to run its SRHR program. The PM must be a professional in charge of developing detailed project plans, ensuring resources availability and allocation and delivering every project activity on time and within the budget and scope. H/She will be reporting to Head of Programs with the following roles and responsibilities:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all project activities are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to senior management as needed
- Perform risk management to minimize project risks
- Establish and maintain relationships with partners and other stakeholders
- Create and maintain comprehensive project documentation

Requirements and skills

- Great educational background, preferably in Sociology, Social work, Psychology, Education
- Proven working experience as a project manager in social development sector
- Solid technical background, with understanding and hands-on experience in Sexual and Reproductive Health Rights programming
- Good understanding of project cycle
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills in Luo, Kiswahili and English
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

How to apply

Interested candidates should submit a two page Curriculum Vitae with a forwarding letter to: sepkenyaa@gmail.com no later than 30 November 2023. Only those who meet the set criteria will be contacted for interviews. Salaries and remunerations will be considered based on proof of ability to deliver.