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PROJECTS OFFICER OPPORTUNITY WITH CHRIST IS THE ANSWER MINISTRIES [CITAM]

BACKGROUND

Christ Is The Answer Ministries [CITAM] is an English speaking Pentecostal church committed to a wholistic Gospel that impacts society in every sphere of life. Currently, CITAM has 25 assemblies in Kenya and 4 outside Kenya and provides quality education through the CITAM Schools and PAC University. The ministry runs the CITAM Children's Center, Mission Stations in Northern Kenya, provides value-based media services through Hope FM and Hope TV, CITAM Broadcast Service (CBS) and CITAM Church Online among other social media platforms.

CITAM wishes to recruit an experienced **Projects Officer** for its **Social Action and Advocacy (SAA)** department.

JOB SUMMARY

Responsible for coordination of all food assistance (FA) related activities and contribute to the design and implementation of humanitarian interventions in the CITAM Social Action and Advocacy programs.

RESPONSIBILITIES:

- Oversee the identification, registration, and verification of project beneficiaries.
- Support in baseline and end post distribution monitoring surveys with support from the monitoring and evaluation team.
- Provide guidance and ensure coordination of cash/voucher/in-kind transfers, ensuring all activities are implemented in accordance with CITAM and donor requirements.
- Assess appropriateness of the transfer modalities and processes and ensure accountability and transparency in the whole processes.
- Assist in reviewing of Standard Operating Procedures (SOPs), to identify and document impacts on underlying processes, systems, people, and the organizational structure.
- Provide hands-on guidance in the engagement with the stakeholders, project beneficiaries and service providers.
- Engage in training of community village and advisory committees as well as coordinate all community meetings.
- Undertake any other duties as may be assigned by the supervisor.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Be a born-again mature Christian who conforms with the CITAM Statement of faith.
- Degree in Development Studies, Project management, Community Development and/or Social Work or Social Sciences.
- 3 years' experience in project work with 1 years in a similar position.
- Visionary, team player, diligent, self-driven, honest, and hard working.
- Computer literate with strong analytical and report writing skills.

To apply for this position, interested and qualified applicants should send an application and their detailed CV to hr@citam.org to be received by close of business on **Friday 4th November 2022**.

Only shortlisted candidates will be contacted