

The Association of Women Accountants of Kenya (AWAK) is a non-political and non-profit making professional women accountants' organization, which draws its membership from women accountants. Since its formation in 1994, AWAK has continued to pursue its main objective of member empowerment, at the same time contributing to varying needs in society. With its motto "Uplifting our World," AWAK champions for women empowerment in the society, a role it has played with vigor across the continent.

AWAK is seeking to recruit a Programmes Coordinator to lead the operations of AWAK programmes.

Job Title: Programme Coordinator

Term: 3 years renewable contract

Location: Nairobi

Salary: Based on skills and experience

Reports to: CEO

Job Purpose:

This position is responsible for all the projects in the Association. The job holder will be responsible for the development and implementation of quality training programmes, growth of attendance for the training programmes as well as member recruitment, stakeholder engagement and fundraising activities.

Duties:

- o Draft and support implementation of the Annual work plan.
- o In charge of the Programmes of AWAK.
- o Support in Liaising with stakeholders on areas of Cooperation.
- o Support in Initiating action to lead to signing of MOUs.
- o Take lead in AWAK members recruitment drive.
- o Prepare monthly and periodical Reports.
- o Improving the image of the organization at all levels.
- o Preparation of all events, like corporate meetings, exhibitions, conference and other events.
- o Negotiating for business contracts from both the Government and Private Institutions.
- o Ensuring all Partners images are well handled always.
- o Lead drafting and preparation of the periodical online newsletter.
- o Perform any other duties as may be assigned from time to time.

CPA Centre (ICPAK), Ruaraka, Thika Rd, 9th Floor, P.O. BOX 62914 00200 Nairobi;

Tel: +254 720 016556; Email: awak@awak.co.ke Web: www.awak.co.ke

Academic and Professional Qualifications

- Bachelor's Degree in Humanities, Business management or its equivalent with post graduate training in a related field
- A minimum of (5) years' experience in an administrative role with three (3) years in membership and/or marketing experience
- Experience in advocacy work is an added advantage
- Basic leadership skills

Personal Competencies

Exemplary training and professional development skills, fundraising skills, grant management skills; leadership skills and business acumen; employee management, understanding of data privacy standards and laws; excellent communication skills, both written and verbal; public speaking skills; deep understanding of business principles and practices; superior attention to detail; organisational skills; planning skills; research skills; analytical skills; critical thinking skills; problem-solving skills; computer skills; multi-tasking abilities; integrity, honesty.

Interested candidates are requested to submit their application by sending a cover letter and cv as one PDF document addressed to the CEO via email only to awak@awak.co.ke by close of business on Friday 17th April 2020. Only shortlisted candidates will be contacted. Members of AWAK will have a competitive advantage.

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