3.ADVERT NO. PAK-SPO/003/2026 -SENIOR PROGRAMMES OFFICER -PAK 6- 01 POST

Remuneration

Salary Scale : 56,000x4,000-75,500x4500-84,500

Commuter Allowance : 6,000

House Allowance :28,000

Other Benefits:

Medical Cover: (as per the Agency's cover)

Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent & Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have: -

i. Cumulative service period of six (6) years' relevant work experience, three (3) of which must have been at the grade of programme Officer I or in a comparable position.
ii. Bachelor's degree in any of the following fields: Education, Sociology, Development studies, Business Administration, Economics & Statistics, Commerce, Finance, Project Planning and Management, Business Management/Administration, Political Science/ Government, International Relations and Diplomacy or an equivalent qualification from a recognized institution;
iii. Membership to a professional body where applicable.
iv. Proficiency in computer applications.

v. Shown merit and ability as reflected in work performance and results

The duties and responsibilities of the officer will entail: -

i. Executing the recruitment of Award Centers and participants from academic institutions, correctional facilities, faith-based organizations, and community-based programs.
ii. Supervise outreach strategies to ensure equitable access to the Award, particularly in underserved communities.
iii. Providing day-to-day technical and operational support to Award Centers and participants.
iv. Undertaking tracking of participant activities to ensure adherence to the Award framework across all sections and levels.
v. Conducting regular field visits and monitoring exercises to assess program implementation and impact.
vi. Reviewing and approving participant submissions on the Online Record Book (ORB) and manual record books.
vii. Ensuring accuracy and compliance of logged activities with PA-K standards and guidelines.
viii. Preparing periodic monitoring and evaluation reports to assess program performance, impact, and areas for improvement.
ix. Utilizing data and insights to inform decision-making and enhance programme effectiveness.
x. Organizing and executing training sessions for Award leaders, mentors, and volunteers to ensure effective program delivery.
xi. Conducting activities with the Award Holder's Alumni-Kenya (AHA-K).
xii. Updating training materials to enhance capacity-building initiatives.

xiii. Addressing challenges faced by implementing institutions and offer solutions to improve program efficiency

xiv. Aligning PA-K's Award activities with key government priority areas, including youth development, non-formal education, and skills training.

xv. Strengthen collaboration with the Ministry of Education, Teachers Service Commission, Kenya Prisons, and other key stakeholders at both national and county levels.

xvi. Drafting reports, policy documents, and proposals to support programme sustainability and expansion.

xvii. Providing content for PA-K's marketing, social media platforms, and Information, Education, and Communication (IEC) materials to enhance visibility.

xviii. Collaborating with the communications team to promote PA-K initiatives and success stories.

xix. Facilitating partnerships and stakeholder meetings to advance program implementation.

xx. Support the day-to-day monitoring of donor-funded projects, ensuring compliance with grant agreements and reporting requirements.

xxi. Organizing workshops to educate stakeholders and participants on PA-K's impact and opportunities.

Key competencies and skills

i. Communication skills
ii. Financial management skills
iii. Interpersonal and analytical skills
iv. Team player
v. Numerical skills