

## VACANCY ANNOUNCEMENT

**Job Title:** Sexual and Gender-Based Violence (SGBV) Project Officer (1 Position) Kenyan Nationals Only

**Reporting to:** GBV Project Coordinator

**Location:** Nairobi (Dandora)

**Duration:** 6 months fixed term

### Introduction

Katiba Institute (KI), in partnership with the Social Justice Center Working Group (SJCWG), is implementing a project titled “*Enhancing Prevention and Response to Gender Based Violence Exacerbated by the COVID-19 Pandemic*”, funded by the Royal Norwegian Embassy.

Katiba Institute is a research, litigation, and community engagement organization operating as a non-profit, non-governmental body with the principal objective of achieving social transformation through the Constitution, while the Social Justice Centers Working Group is a network of grassroots social justice community-based organizations working and organizing in different communities across Kenya.

The SGBV Project Officer will be expected to implement the “*Enhancing Prevention and Response to Gender Based Violence Exacerbated by the COVID-19 Pandemic*” project that focuses on strengthening response of ending violence against women and girls because of the pandemic. The project will be implemented in six counties, namely, Nairobi, Kisumu, Kakamega, Mombasa, Kajiado, and Vihiga.

### MAIN DUTIES & RESPONSIBILITIES

- Under the supervision of the Project Coordinator, the SGBV Project Officer works with the gender team to ensure timely and high-quality implementation of the SGBV prevention and response project.
- Provide technical and coordination support during the implementation of the SGBV interventions and monitoring of program objectives.
- Develop monthly activity reports, track project’s progress, and ensure timely activity implementation according to work plan and the projects’ budget.
- Support Gender Desk Officers in the Social Justice Centers in identification and referral of SGBV Cases for psychosocial support and any other intervention during the pandemic.
- Support quantitative and qualitative assessments through Focus Groups Discussions (FGD) to better understand the patterns and risks of SGBV and map out service support structure for SGBV survivors.
- Conduct timely follow up on referrals and action plans, and support services provided to SGBV survivors, ensuring that the survivors receive appropriate assistance.
- Work closely with the KI and SJCWG on SGBV by developing and maintaining effective working relationships with all stakeholders including community leaders, other implementing NGOs, government ministries/authorities, social institutions, and donors, among others.

- Identify promising practices, technical expertise and strategic opportunities relating to sexual gender-based violence in the six counties and identify, develop, and disseminate knowledge products, lessons learned and good practices.
- Liaise closely with the SGBV prevention and response team to share knowledge and information, proper monitoring, and adjustments to project strategies based on learning as the project proceeds.
- Ensure safety and capacity of staff responding to GBV incidences within the community through provision of safety information, PPE kits, masks, gloves, and sanitizers to prevent exposure to COVID-19.
- Contribute to the design and implementation of behavior change communication campaigns by providing inputs to and implementing specific and targeted IEC/BCC interventions on gender equality and women's empowerment issues for the prevention and response to GBV.

The Project Coordinator may assign any additional responsibilities that might be deemed appropriate for the implementation of the project in the six counties.

#### **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

- Members of the communities where the project will be implemented.
- Staff and Volunteers at all levels within KI and SJCWG, and/or other local implementing NGOs.
- Representatives of the government, local services such as police, administrative departments, and health officials.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Applicant should have either a bachelor's degree in Gender Studies, Community Development Studies, other social sciences and/or other related fields of study.

#### **Desirable Experiences**

1. At least 2 years of professional work experience in gender-based violence or gender equality programmes or other relevant programmes.
2. Experience with the GBV Essential Service Package is an added advantage, as is experience in the field of sexual and reproductive health and rights and GBV with an emphasis on women and girls.
3. Experience in managing community level projects, implementing activities in partnership with local organizations, and providing technical assistance to partners is desirable.
4. Ability to work in a team, coordinate the work of others, work to tight deadlines under pressure and handle multiple concurrent projects/activities.
5. Excellent analytical, communication, report writing and presentation skills.
6. Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels.
7. Ability to work and adapt professionally and effectively in a challenging and fast-paced environment.

8. Computer literacy, including proficiency in various MS Office applications (Excel, Word, PowerPoint, Outlook.) and email/internet; virtual communication tools such as Zoom, Teams, Skype, Google Meet, and Doodle, among others.
9. Being a member of any Community Social Justice Center in Kenya is an added advantage.

### **Application Procedure**

Suitably qualified applicants are encouraged to apply by sending their Curriculum Vitae (no more than three pages), together with a cover letter addressing each of the essential and desirable criteria and indicating the Community Social Justice Centre(s) they are affiliated with to [careers@katibainstitute.org](mailto:careers@katibainstitute.org) by 29<sup>th</sup> January 2021.