

KIRINYAGA COMMUNITY DEVELOPMENT TRUST (KCDT)

Project Coordinator Microfinance

Job Description

- Job Title : Project Coordinator
- Reports to : Project Manager
- Term : One year (could be renewed)

Purpose of the post

She or He is responsible for the KCDT Microfinance Programme under Diocese of Kirinyaga Anglican Church of Kenya. She or He will also be responsible for planning, organizing and implementing the Microfinance Programme in the Diocese of Kirinyaga.

MAIN RESPONSIBILITIES

Project management

- Take day to day responsibility for the effective operation of Microfinance programme
- Work with the Microfinance team to define and plan programmes
- Identify and recommend the support and advice required for the management, planning and control of projects
- Monitor the progress of programme and manage risks, preparing exception plans where necessary
- Resolve problems to keep the programme on track
- Update project plans & Manage and track budgets and meet regularly with the finance team
- Be responsible for programme administration.
- Make recommendations for future developments
- Update MIS system up to date and also generate reports on a daily, weekly & monthly basis
- Coordinate with the accounts department in reconciliation of data and finances
- Willing to travel and spend at least 60% of his/her time dealing with projects and beneficiaries in the field.

Commitment

- To ensure that KCDT's mission and vision is pursued through the Microfinance Programme
- To promote gender equality, diversity and equal opportunity among the communities
- To Ensure Christian values and ethics are executed with integrity and faith

Leadership

- To consider the team need

- To help in developing KCDT Microfinance Programme to achieve its Mission.
- Setting inspiring example for the other team members
- To create a shared vision of the Microfinance programme aims and their role in achieving these.

PERSON SPECIFICATION

Essentials & Desirables

- KCSE C Plain & Above
- Preferred age 25 to 35 years
- Degree or a Diploma in any accounting, CPA, Business Administration, Social Science, IT or any other related subjects with 0-2 years of experience
- Knowledge in of implementing Community Projects
- Knowledge in Microfinance would be an added advantage
- Experience of successfully managing projects is desirable
- Experience of working with NGO/INGO would be an added advantage

Desired Skills

- Good written and oral communication skills.
- Excellent manager of time and plans
- Outgoing personality with solid interpersonal and diplomatic skills
- Excellent communication and team-working skills, with the ability to build good relations, both internally and externally
- Working knowledge of MS Word, MS excel, PowerPoint, Project management tools etc.
- Successfully and productively able to solve problems
- Able to prioritize, meet targets, within deadlines and surpass expectations
- Ability to commission work and manage stakeholders
- Willingness to travel extensively with short notice
- Ability to quickly establish effective relationships with people at all levels

The interested candidates may apply for the above position along with,

- Copy of CV
- Copy of their academic certificates
- Copy of testimonials
- Recommendation letter from the Priest

The applications can be sent by post or can be delivered in the diocesan's administrative secretary's office. The applications for the above position must reach the office on or before **13th April 2018**.

If you are sending by post, send it to;

To
The chairman,
Diocesan appointment Committee i
Diocese of Kirinyaga,
PO.Box: 95-10304, Kutus

