



<https://kgga.co.ke/job/kenya-girls-guide-association-field-officers/>

Field Officers (World Guide Foundation Project – WGF Project)

The Kenya Girl Guides Association (KGGA) is a member organization of the World Association of Girl Guides and Girl Scouts (WAGGGS). KGGA is one of the largest youth Associations in Kenya. KGGA operates through a value based programmes and has a national membership of girls and young women representing every race, ethnicity, culture, class and religion in Kenya. The Association is looking to fill the positions of Field Officers in 8 Counties: Nyeri, Mombasa, Kiambu, Marsabit, Nairobi, Nyamira, Murang'a and Machakos.

Job Objectives: Reporting to the WGF Project Officer. To coordinate the implementation of the Membership Growth and retention Pilot project in 8 Counties: Nyeri, Mombasa, Kiambu, Marsabit, Nairobi, Nyamira, Murang'a and Machakos whose aim is to recruit schools/ Guide Units and

Responsibilities in the counties. The Field Officers will be engaged in the recruitment of schools that have no Girl Guiding within the County. 1. To work closely with the Project officer and assist during trainings, meetings and any County event/activity such as National Days, Camps, and Rallies. 2. To work closely with the Kenya Girl Guide County Commissioner during mobilization of Guide Leaders training. 3. To assist the Guide Leader in recruitment of Girls and during weekly sessions. 4. Visiting schools to collect data using tools and deliver any learning materials. 5. Sensitization of the project to the school administration where applicable. 6. To be the Kenya Girl Guide Association contact person in the County Education Office. 7. Visit schools to collect unit and membership registration fee and sale of uniforms to the Guides. 8. In charge of training the other recruited Guide Leader in the school. 9. Participate during support supervisory school visits by Kenya Girl Guides Association Management. 10. To promote Guiding in the County during the field visits. 11. To ensure that all the recruited members have the required reference materials. 12. In charge of recruiting young leaders and community leaders in the county. 13. To inform the Project Officer on any emerging issues in the schools visited. 14. To collect any information from the county needed by the association through the Project Officer. 15. Prepare weekly, monthly and quarterly reports and share with the Project Officer. 16. Always Be Prepared as a Guide for any upcoming event/activity in the County.

Qualifications 1. A female aged 25 years and above. 2. Hold a Kenya Certificate of Secondary School Examination (KCSE) Certificate and above. 3. Willing to work as a volunteer in the association. 4. Good public relation and communication skills. 5. Ability to write reports and submit through emails. 6. Acquainted with your County especially the schools in the County. 7. Upholds the following values; Dignity, Integrity, Spirituality, Servant Leadership and Citizenship. 8. A team player. 9. Ready to work with minimal supervision. 10. Former Girl Guide or knowledge on Girl Guide Movement will be an added advantage.

Contents 1. Cover letter illustrating your suitability for the position together with a detailed CV to vacancies@kgga.co.ke by 26th April 2022. Indicate Field Officers WGF Membership Growth Project in the Subject Line. Late applications or hard copies will not be considered. Please note: At no point in the entire recruitment process shall the candidate have to pay any money as a condition of engagement. Only shortlisted candidates will have their applications acknowledged.

Hiring organization

Kenya Girl Guides Association

April 19, 2022