



<https://kgga.co.ke/job/vacant-position-programmes-and-training-coordinator/>

## Description

### Programmes and Training Coordinator

The Kenya Girl Guides Association (KGGA) is the Kenyan organization of the World Association of Girl Guides and Girl Scouts (WAGGGS). KGGA is the largest and oldest girls and women only organizations in Kenya. The Association has been active in Kenya since 1922, is multi-racial, non-religious, non-political and non-profit-making organization that seeks to empower girls and young women to realize their fullest potential as leaders and responsible citizens of the world. KGGA operates through 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 position of **Programmes and Training Coordinator** who will be reporting to the Programmes Development Manager of the Organization.

## Hiring organization

The Kenya Girl Guides Association  
(KGGA)  
May 18, 2023

## Job Objectives:

Shape and lead on the delivery of the Association's vision and service on girl issues, the Girl Guiding Experience, the National Guiding Programmes and in collaboration with volunteers and partners, deliver high-quality programme experiences to a growing number and diversity of girls. Coordinate delivery of the Association's training to the girl and volunteer members. Work in partnership with the County Committees to provide vision and leadership for the various counties

### Responsibilities

1. Support the development of a platform to empower girls and young women in Kenya to speak out and influence issues they care about enabling them build a better world while at the same being the voice of the girls and young women
2. Ensure high quality implementation of the Girl Guide Leadership Programme through collaborating with Volunteers to ensure that they understand the benefits of Guiding and the delivery the Guiding programme.
3. Design innovative approaches in the area of program delivery and identify the need for additional National
4. Ensure each member has access to the Guiding Programme, Adult leadership training and Programme
5. Coordinate recruitment and training programmes
6. Coordinate the induction, capacity building and training of volunteers
7. Coordinate the performance of the Guiding units and volunteers
8. Coordinate development and implementation of national, regional and international programmes, plans and strategies
9. Provide support and guidance to National Trainers in training new
10. Support the development and adoption of guidelines and standards for implementation of KGGA programmes and
11. Coordinate stakeholders implementing programmes spearheaded by KGGA
12. Responsible for National events and Girl Guide program events
13. Identify intervention programmes that address empowerment of girls and women
14. Promote the integration of KGGA programmes and projects in relevant national and county programmes;
15. Support the establishment and maintain partnerships with stakeholders and donors
16. Support in developing funding proposals for implementation of KGGA

programmes and projects

17. To ensure compliance with internal controls, policies and management information systems in place;
18. To ensure that the Association maintains high standards of corporate citizenship and social responsibility.
19. Prepare and submit monthly work plans and budget by 25th day of each month
20. Prepare and submit monthly project activity reports by 5th of every month

Qualifications Other duties as may be assigned from time to time

- Holds Bachelor's degree in Project Management and / or related field from a recognized university
- Proven work experience in implementing donor funded programmes and coordinating events, training activities
- Ability to work with a team and independently
- Initiative, dependability and organizational ability
- Strong oral, written and comprehension skills in English and Kiswahili Languages
- Excellent software expertise in Microsoft Excel, Word and PowerPoint.
- Ability to interact with staff at all levels
- Experience working with volunteers is
- Ability to use technology to communicate, process information and maintain records

## Behavioral Aspects

- Importance must be attached to projecting Kenya Girl Guides Association as a professional Association of integrity, delivering quality services.
- Must agree with and uphold the Associations mission statement and values
- Self motivated and willing to work long hours when necessary
- In the performance of this job it is essential that the Holder conducts herself or himself in a way that optimizes the cooperation of staff in the achievement of Associations

Contacts

## How to Apply

Please submit a cover letter illustrating your suitability for the position together with a detailed CV to [vacancies@kgga.co.ke](mailto:vacancies@kgga.co.ke) by **1<sup>st</sup> June 2023**. Indicate **Programmes and Training Coordinator** 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 be contacted.