

VACANCY ANNOUNCEMENT

JOB CATEGORY: **Programmes**

Vacancy Open Period: 12 - 19 October, 2017

ORGANIZATION: **WORKERS RIGHTS WATCH SOCIETY**

Job Title: Program Officer

Department: Programmes

Reporting to: Programs coordinator

Supervises: None

Contractual Duration: 2 1/2 year renewable contract, which is subject to performance and funding

Location: Kiambu Town – 24/7 Building Suite C5

DESCRIPTION

Job Purpose

The role holder is responsible for implementing a docket on standards and certification in the Kenyan Horticultural sector.

Job Responsibilities

1. Offer guidance for the project
2. Implementing project activities
3. Reporting on outcome
4. Other duties as may arise from time to time and as may be assigned to the employee.

Qualifications

A Legal or community based undergraduate course is a must
Experience in an NGO set up would be an added advantage
Should be computer literate

Skills

The job holder should possess the following skills and behavioral competencies:

Planning, Organizing and Delivery of Results
Must be keen on attention to detail
Decision Making
Work Process Orientation
Adapting and Coping
Working in Teams

Good communication skills.

How to Apply

If you believe you fit the profile, submit your application and CV detailing your suitability for the post and including daytime telephone contact and two referees, preferably your current or previous employer to info@workersrightwatch.org quoting the title of the position you are applying for in the subject line. The closing date for this position is Thursday 19th October 2017.

Disclaimer

WRW is an equal opportunity employer committed to ensuring diversity within our organization and will seek to recruit the most qualified person for the job irrespective of race, color, marital status, ethnicity, disability, religion, gender, sexual orientation or nationality. All qualified persons are encouraged to apply. Successful candidates will be contacted for interviews.