

Available Part-Time Positions at Kenya Diaspora Alliance



Following retention of KDA by GiZ/WIDU.Africa to enlighten and mobilize Kenyan diaspora for the project through its institutional architecture in WIDU-targeted EU countries (Austria, France, Germany, Netherlands, Norway, Sweden and Switzerland), opportunity has arisen to recruit the following personnel:-

1. Position: Project Coordinator

Reporting to KDA Chairperson, the Project Coordinator will have overall strategic and operational responsibility for KDA's WIDU Project staff, assets/liabilities, programs, expansion, and execution of its mission. S/he will inculcate sufficient knowledge of Diaspora affairs and affiliate member organizations, core programs, operations and business plans of KDA.

Responsibilities

- Provide overall coordination, organisation, strategic management of KDA's execution and management of diaspora mobilization for the WIDU Project, in close liaison with the KDA Chair.
- Organise, coordinate and execute policy engagement on diaspora development – WIDU as an empirical evidence and any other related activities through which WIDU project is promoted.
- Assist develop and coordinate implementation of a Work Plan for the project realization.
- Liaise with the WIDU ambassadors/KDA focal points on the outreach forums and support smooth implementation.
- Complement the focal points in backstopping the outreach activities.
- Lead, oversee, coach, develop, and retain project's high-performance personnel and keep them motivated and productive;
- Ensure effective systems to track scaling progress, and regularly evaluate project components, so as to measure successes that can be effectively communicated to KDA management, partners, affiliates, and other stakeholders.
- Ensure compliance with appropriate GIZ/WIDU and KDA values, principles, procedures and guidelines, as well as all statutory requirements, including but not limited to taxes, audits, annual reports filing, etc.
- Prepare and deliver monthly trainings on WIDU in liaison with the diaspora focal points
- Provide quarterly reports for the Project
- Be the focal point for the project on communication, planning, reporting the outreach numbers and supporting the members on application for the WIDU grant.
- Undertake any other appropriate assignments as shall be given by the KDA Chair.

Qualifications

The Project Coordinator will be passionately committed to KDA's values, vision and mission. He/She should have proven leadership, strategic planning, coaching, and relationship management experience. Other qualifications include:

- Advanced degree, ideally an MBA, International Relations, Communications and/or Human Resource Major (or equivalents), with at least 6 years of management experience; full grasp or appreciation of Diaspora affairs; track record of effectively leading and regionally, globally and/or nationally scaling a performance - and outcomes-based organization and staff management;
- Unwavering commitment to quality programs, data-driven and evidence-based program management and evaluation.
- Excellence in management and coordination with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and cost-efficiently manage budgets
- Past success working with development partners and/or diaspora community leaders. with the ability to cultivate and deepen existing cross-cultural relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, creative, adaptable, and innovative approach to business planning and execution
- Passion, idealism, integrity, humility, tolerance, positive attitude, consistency, team-spirit, mission-driven, and self-directed
- Membership of appropriate professional body/ies, with good standing
- Willingness to undertake a professional vetting and back-ground check as may be deemed necessary by KDA.
- Good command and use of common computer packages and online resources.

2. Position: Accountant

Reporting to the Project Coordinator, the Accountant will prepare, maintain and produce periodic financial reports quarterly, or as and when they might be required.

Responsibilities

- Produce and keep records of all financial and non-financial transactions involving the project, including but not limited to invoices, LPOs, receipts, quotations, credit notes, bank statements, statutory deductions, bills, petty cash, etc
- Prepare and produce quarterly budgets (if needed) and financial statements in line with international accounting standards (depicted also in GIZ/WIDU and KDA financial manuals and guidelines)
- Ensure timely preparation, processing and settlement of financial transactions that are admissible as per WIDU/KDA agreement.
- Monitor spending and budgets, analyse and advise on financial performance and how to reduce costs and increase savings.
- Financial forecasting and risk analysis.
- Ensure compliance with appropriate GIZ/WIDU and KDA values, principles, procedures and guidelines, as well as all statutory requirements, including but not limited to taxes, audits, annual reports filing, etc.

- Provide quarterly financial reports for the Project, and ensure books of accounts are at all times ready for auditing at short-notice
- Undertake any other appropriate assignments as shall be given by the Project Coordinator.

Qualifications

The Accountant will be passionately committed to KDA's values, vision and mission. He/She should have proven skills and professional experience in accounting or auditing. Other requirements include:

- A relevant degree, ideally in Commerce (BCom) or Qualified/Chartered Accountant (CPA), with at least 4 years professional experience; sufficient grasp or appreciation of Diaspora affairs; track record of excellence, meticulous and timely execution of assignment;
- Strong public relations, team-spirit, and fundraising experience with the ability to engage a wide range of stakeholders and cultures, even under pressure
- Sound knowledge and experience with leading computerized accounting packages, especially QuickBooks and Excel;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, creative, adaptable, and innovative approach to business execution
- Passion, idealism, integrity, humility, tolerance, positive attitude, consistency, team-spirit, mission-driven, and self-directed
- Membership of ICPAK and of good professional standing.
- Good command and use of common computer packages and online resources.

How to Apply:

While the Accountant must be resident in Nairobi, the Project Coordinator could be in Nairobi or any of the 7 EU WIDU countries. If you meet these criteria and self-driven to join this dynamic team, please write (with copies of your testimonials and names and contacts of at least 2 referees) to:-

The Chairperson

Kenya Diaspora Alliance (KDA)

Email: info@kenyadiasporaalliance.org

to reach before Friday, 29th April, 2022 at 5pm, East Africa time. Only successful applicants will be contacted.

KDA is an equal opportunities employer. Canvassing may lead to disqualification.