



EAPC KIANJOGU CYDC PO BOX 207-60104 SIAKAGO

JOB VACANCY ADVERTISEMENT

KE 312 E.APC Kianjogu Child and Youth Development Centre is a church-based project in partnership with Compassion International.

The project seeks to recruit a competent and committed **Project Social Worker**

DESIRED QUALIFICATIONS

- Must be a committed **mature born-again Christian**.
- Must have at least a degree in, **Social sciences, Community development, Education, Human Resource or any related field**.
- Be ready to work under minimum supervision as a servant leader.
- Be a **team player** and demonstrate desire to advocate for children.
- **Must be computer literate excellent in MS Office and especially Excel**.
- Should be aged between **25-35 years old**.
- **Must BE BORN AGAIN** and has official pastor's recommendation letter not more than 2 months old.
- Must be committed to **Integrity, excellence and stewardship**
- 2yrs Work experience.
- Those with accounting qualifications will have an added advantage
- Experience with children and youths is an added advantage

DUTIES AND RESPONSIBILITIES

- In charge of the children Saturday program.
- Coordinates and / or compiles various weekly, monthly, quarterly and annual reports as may be needed.
- Implements the budget and plan for the project in consultation with the project committee.
- Keeps an open communication with the management Committee and the Partnership facilitator.
- Maintaining books of accounts.

- Compile daily financial records
- Undertake financial planning, budgeting and implementation.
- Head of academic docket: Lead in school visits and carrying out children academic analysis on termly basis.
- Head and be a steward of project assets.
- Teaching children using holistic child development curriculum.
- In charge of health and physical development of the children.
- Coordinate screening, and maintaining health records of each specific child.
- Organize health talks, trainings and seminars for both parents and children.
- Ensure cleanliness is maintained among all registered children and the project environment.
- Facilitating medical referrals in the project and maintaining the First Aid Kit.
- Ensure proper health hygiene is maintained in the project.
- Ensure special medical cases have been attended to and the partnership facilitator has been notified.

Interested & qualified candidates should send or submit the following documents:

- ❖ A valid certificate of good conduct
- ❖ Certified copies of academic certificates and testimonials, Identity card and Current C.V. Scanned documents submitted through the Email will be accepted but original documents will be required during the interviews.
- ❖ A recommendation letter from **your Pastor not more than 2 months old.**
- ❖ Application details including daytime telephone numbers to reach:

**THE A.S.M CHAIRPERSON,
KE 312 KIANJOGU CYDC,**

**P.O. BOX 207-60104
SIKAGO**

NB: ladies are highly encouraged to apply

Via the Email: **ke0312cydceapckianjogu@gmail.com**

The application details should reach the chairman by **14th June, 2024** only shortlisted candidates will be contacted or an interview.