



VACANCY ANNOUNCEMENT

The President's Award- Kenya (PA-K) is an Agency established by an Act of Parliament, President's Award Act No. 30 of 2017. The President's Award-Kenya aims to develop and deliver quality experiential activities that impart positive life skills and ethical values to young people for a better society.

The Agency is committed to providing its employees with a working environment that is fair and conducive for individual professional growth and achievement of the organization's goals and objectives.

PA-K wishes to recruit qualified, experienced, and competent persons to the following positions.

No.	Job Reference	Designation	Job Grade	Vacant Positions
1	PAK-PPC/2/2023	Deputy Director, Programmes and Projects Coordination	PAK 3	1 post

How to apply:

- I. Interested persons who meet the requirements should complete the online job application form via this link: <https://forms.office.com/r/KzhJ3SBW9w>
- II. In addition, applicants are requested to submit a recent Curriculum Vitae, cover letter, Certified Copies of Academic & Professional Certificates, National Identity Card/Passport, Testimonials, and other relevant supporting documents to:

Chief Executive Officer,

The President's Award – Kenya,

P.O. Box 62185-00200

15 Elgon Road, Upper Hill, Nairobi.

recruit@presidentsaward.or.ke

Through Post Office, email or by hand delivery, clearly indicating the position and job reference number, on both the cover letter, envelope. The applications should reach President's Award –Kenya by **15th May 2023** on or before **5:00pm**.

- PA-K is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.
- Only shortlisted candidates will be contacted.
- Upon offer of employment, the successful candidate MUST present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;
 - A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - A valid Clearance Certificate from the Higher Education Loans Board (HELB);
 - A valid Clearance Certificate from an approved Credit Reference Bureau (CRB)and
 - A Valid Clearance form from the Ethics and Anti-Corruption Commission (EACC)
- Any form of canvassing will lead to automatic disqualification.



VACANY ANNOUNCEMENT (RE-ADVERTISEMENT)

Job Title:	Deputy Director, Programmes and Projects Coordination (1Post)	Reports to:	Chief Executive Officer
Department:	Programmes & Project Coordination	Division:	Programmes and Projects Division
Grade:	PA-K Grade 3	Deadline:	15 th May,2023
Salary	Kshs. 111,500 to Kshs.165,700 p.m	House allowance	Kshs.50,000
Commuter allowance	Kshs.16,000	Terms of service	Five(5) year contract renewable once
Leave allowance	(at prevailing rates)	Medical cover	(as per the agency's cover)

Job Purpose Statement

The Deputy Director, Programmes and Projects Coordination is responsible for developing and review standards, guidelines, tools and methodologies on the implementation of programs and projects.

(Duties and Responsibilities)

- Coordinating development and review of standards, guidelines, tools and methodologies on the implementation of programs and projects;
- initiating youth programs and projects that inculcate core national values; Coordinating issuance of operating licenses to Award Centers;
- identifying and franchising commercial and operating Units; managing programs and projects in line with the International Award standards; facilitating young people to contribute to national development priorities;
- Coordinating programme participants' field activities; accrediting assessors; liaising with stakeholders on programme development; awarding of certificates;
- managing programme participants' field activities; coordinating volunteer engagement; and collaborating with Government and relevant stakeholders on PAK Programs and Projects.
- Initiating the development and adoption of PAK'S of digital tools' including the Online Record Book roll out, PAK database and the Online Learning Hub roll out;
- guiding the PAK's adoption and use of digital space to drive Brand awareness for growth, including; Brand Centre use, Social media and Website use and online global and National campaigns to support PAK's Programme Growth;
- undertaking the monitoring, evaluation and reporting on progress in the implementation of the digital platform roll out plan;

- participating in the formulation of policy documents on PAK digital platform Strategy;
- guiding the preparation of plans to facilitate achievement of the digital platform goals; and initiating the identification of key partners to support the implementation of PAK's digital platform plans.
- **Any other duty as may be allocated by supervisor.**

Academic:

- Masters degree in any of the following fields: Education, Sociology, Social work, Business administration, Economics, Commerce, Project planning and Management or equivalent qualification from a recognized institution;
- Bachelors degree in any of the following fields: Education, Sociology , Social Work, Business Administration, Economics, Commerce, Project Planning and Management or equivalent qualification from a recognized institution;

Professional:

- Certificate in computer application
- Membership to relevant professional body;
- Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;

Desired Work Experience/Requirements:

- At least ten (10) years relevant work experience, five (5) of which must have been at a management level;
- Met the requirements of chapter 6 of the constitution of Kenya and;
- Demonstrated merit and ability as reflected in work performance and results.

Functional skills, behavioural competencies:

- Good interpersonal skills and good verbal and written communication skills.
- Strong analytical skills and problem solving
- Grant/Proposal writing skills
- Organisation and planning skills
- Managerial and decision making skills

Behavioural competencies/attributes:

- Professionalism
- Ethics and integrity
- Team player
- Impartiality