



JOB VACANCY – Deputy Operations Manager

Action for Children in Conflict is looking for a **Deputy Operations Manager** to manage its legal assistance, economic empowerment, and education empowerment programmes in Thika District.

What is Action for Children in Conflict?

Action for Children in Conflict is a small Non-Governmental Organisation working in Thika since 2004, running rehabilitative and preventative programmes to reduce the prevalence of street children in Thika. Among other activities, AfCiC includes a free legal assistance and advocacy programme, an economic empowerment programme featuring skills training, business support and microfinance, and an education empowerment programme that features school drop out prevention, school feeding, holiday clubs, a prison programme and non-formal education for street children in both our outreach and rehabilitation centres.

Primary Job Responsibilities

- In consultation with the Operations Manager and Executive Director, managing, developing & expanding KCLAW (Kenyan Children's Legal Aid Work), Education Empowerment & Economic Empowerment, maximising their impact in assisting street & other acutely vulnerable children in Thika District
- Managing, supporting, supervising and developing the staff in these programmes (currently 9 staff)
- Ensuring that these departments are meeting their goals and providing effective services to their clients
- Ensuring good financial management and fiscal discipline of these departments
- Networking with community, non-governmental, business and government officials to increase our partnerships, profile and positive impact in the District
- Advocacy & Lobbying activities with and on behalf of our clients
- Supervising and working with local and international volunteers
- Writing funding proposals & engaging in fundraising initiatives, publicity & events to expand the programmes into new areas of activity to help acutely vulnerable children & their families
- Providing input to the Director in formulating organisation's policy, procedures and strategic direction

Skills/Qualifications/Attributes Required (Person Specification)

Essential

- Qualification in management/ development/ social sciences/ economics/ legal/ education or other relevant field
- 3 years management experience
- 3 years experience in financial management (managing multiple budgets)
- 3 years experience in fundraising
- 5 years experience working with street & other acutely vulnerable children & families
- Creative, imaginative and innovative
- Respect for vulnerable children and their families, putting their interests first
- Maintains discipline fairly and in keeping with Child Protection Policy
- Excellent communicator with children, parents, staff, colleagues, and the wider community
- Flexible and cooperative with team colleagues
- Competently manages conflicting priorities, works to deadlines and under a high level of pressure
- Manages in a participative and facilitative style
- Effectively promotes staff development and team working

- Excellent written & spoken English
- Good computer skills

Desirable

- Qualification in Management
- Experience working with/ supporting international volunteers

How can you apply?

Please submit your CV and a cover letter (either in person or by post) detailing why you feel you would be suitable for the job (detailing how you meet the Person Specification) to the AfCiC Administrator (Nancy Wangui) at the AfCiC Main Office on 2nd Floor, Imara Plaza (next to Thika Farmer's Hotel), Thika Town. Please enclose contact details of two professional references (no relatives or personal friends). Please note we are **NOT** accepting email applications.

Closing Date: **5pm, Monday 28th February 2011**

Contact Details

Post: PO BOX 130, THIKA
Telephone: 067 22604/ 0724 509138

Physical Address: 2nd Floor, Imara Plaza, Thika Town
Website: www.actionchildren.org