

ELECTION SITUATION ROOM SECRETARIAT
Scope of Work Leads

Employee Name:

Position: Project Manager

Period of Performance:

Supervisor:

Background:

Project: Situation Room

Responsibilities:

- Lead overall program management of the project.
- Provide technical leadership, oversight and support to all aspects of the program.
- Manage and supervise all project staff and consultants.
- Maintain good relationship with members of the taskforce and other partners
- Write monthly reports as required and requested by the steering committee
- Ensure that project activities, expenses and reporting comply with OSIEA grant agreement
- Ability to manage and motivate staff to deliver
- Prepare or supervise the preparation of work plans and financial, logistical and other program documents.
- Serve as principal liaison with taskforce and other partners

Qualifications:

- Master's degree in political science, Project management, Development studies or any other related field.
- Demonstrated experience working with coalitions or networks and managing groups with diverse interests
- Experience working on mass community projects and knowledge of elections is an added advantage
- At least 3-5 years' experience
- Strong interpersonal skills with evidence of ability to build relationships with a wide range of organizations (government, private sector, NGOs and research institutions)
- Ability to write proposals and reports
- Basic understanding of ICT and web based technologies
- Strong written and spoken English skills

Scope of Work

Employee Name:

Position: Project Officer ICT

Period of Performance:

Supervisor: Project Manager

Background:

Supervisor:

Project: Situation Room

Responsibilities:

The employee will be responsible for the following tasks:

- Develop a catalogue of all technical requirements for the situation room
- Develop an implementation plan on ICT setup of the situation room
- Liaise with the ICT implementing partner as regards all technical issues relating to the situation room
- Set up the Ushahidi system, update website and lead technical integration with mobile network operators
- Provide regular reports to the Project Director on ICT related matters to the situation room
- Work with implementing partners in developing a checklist and training materials for situation room observers
- Work closely with ICT implementing partner and data officers on collection and analysis of data

Qualifications:

- Master's degree in ICT, Computer Science engineering, Information Systems or any related field.
- Experience managing web to sms information systems is an added advantage.
- Knowledge of PHP, MySQL, Java and other programming languages.
- At least 3-5 years' experience working in the ICT sector
- Strong interpersonal skills

- Strong written and spoken English skills

Employee Name:

Position: Project Officer Media

Period of Performance:

Supervisor: Project Manager

Background:

Supervisor: Project Director

Project: Situation Room

Responsibilities:

The employee will be responsible for the following tasks:

- Develop a communication strategy for the situation room
- Develop publicity strategies and campaign materials for the situation room activities
- Engage the media and organize press briefings before, during and after the elections periodically on behalf of the situation room
- Provide regular reports to the Project manager on Media monitoring
- Manage social media accounts and website content for the situation room and liaise closely with ICT component manager.
- Support Expert team on election day and after in drafting periodic press briefing

Qualifications:

- Master's degree in Mass Communication, Journalism or Media studies or any related field.
- Experience working in a busy media environment is an added advantage
- Sound knowledge of election processes
- At least 3-5 years' experience working in a related position
- Strong interpersonal skills
- Strong written and spoken English skills

Employee Name:

Position: Project Officer- Training

Period of Performance:

Supervisor: Project Manager

Background:

Supervisor: Project Director

Project: Situation Room

Responsibilities:

The employee will be responsible for the following tasks:

- Develop training materials for observers and data officers in liaison with ICT and Media portfolios
- Coordinate with civil society organizations on identification and profiling of observers
- Develop a training plan for country wide TOT
- Lead facilitation of TOT and monitoring of cascaded trainings
- Prepare progress reports on trainings and make recommendations
- Follow up on assigned tasks and responsibilities of civil society organizations

Qualifications:

- Master's degree in Education, Project Management, Administration
- At least 3-5 years' work experience in training
- Strong interpersonal skills
- Strong written and spoken English skills

Employee Name:

Position: Project Officer – Admin and Logistics

Period of Performance:

Supervisor: Project Director

Background:

Project: Situation Room

Responsibilities:

The employee will be responsible for the following tasks:

- Liaise with various portfolios on their work plans
- Ensure logistics for trainings, media campaigns and purchase of supplies are done procedurally and timely.
- Arrange for training allowances for all TOTs and Data officers

- Coordinate disbursement of materials

Qualifications:

- Master's degree in Logistics, Administration or any Logistics related qualifications
- At least 3 years' work experience
- Strong interpersonal skills
- Strong written and spoken English skills

Employee Name:

Position: Project Officer - Accounts

Period of Performance:

Supervisor: Project Manager

Background:

Project: Situation Room

Responsibilities:

The employee will be responsible for the following tasks:

- Ensure updated, clear concise written accounting and procurement procedures manuals;
- Facilitate timely, accurate month-end closing, cash requests and cash reconciliations;
- Maintain control over the project filing systems to ensure complete and organized accounting files, especially with regard to original procurement documents and personnel salary files;
- Ensure organized and complete accounting file documentation is maintained by the project secretariat and develop procedures for the systematic transfer of all original documentation
- Employ financial oversight and control mechanisms and procedures to ensure that all program expenses are in accordance with sound financial policies, procedures and rules and regulations;
- Review and provide support for the financial aspects of contract execution of local and international sub-implementing partners;
- Develop and periodically update Project Policies and Procedures guidelines for procurement, accounting and budgeting;
- Ensure the smooth implementation of project accounting activities, including (but not limited to): timely and accurate bank reconciliations, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of monthly financial reports

Qualifications:

- Master's degree in Economics, Accounts or any finance related qualifications
- At least 3 years' work experience
- Experience with budgets
- Proficiency in excel software
- A high degree of integrity, accountability and flexibility
- Able to prioritize and manage multiple tasks
- Strong organizational skills and ability to work in fast paced environment
- interpersonal skills