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## Position: Program Officer - ECD Project

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### About Zizi Afrique Foundation

Zizi Afrique Foundation (ZAF), established in 2018 as a nonprofit operating in Kenya and East Africa, envisions a world where all children and youth thrive in education. ZAF's mission centers on consolidating evidence, fostering innovative solutions, and influencing policy and practice to equip children and youth with essential competencies. Her accomplishments include benefiting 48,000 children with foundational literacy and numeracy, training over 20,000 youth through partnerships with TVETs, and engaging 45,000 adolescents in life skills research. Guided by the challenges of limited learning despite schooling, youth unemployment, and crowded interventions, ZAF's 2025 strategy comprises three pillars: research and evidence, policy/advocacy, and innovations for improved practice. The research and evidence pillar focuses on compiling and utilizing evidence to inform policy, while the advocacy pillar engages stakeholders in prioritizing competencies and accountability. ZAF also hosts the Regional Education Learning Initiative (RELI) secretariat, a consortium of over 70 members in East Africa devoted to education.

### Overall Responsibility:

As the Program Officer, Early Childhood Education (ECD), your role is to support the planning and coordinating all the activities related to the Project. Through this role you will support the implementation and monitoring of the ECD Project in 5 Counties of Kenya, namely, Samburu, Homa Bay, Kirinyaga, Nandi and Mombasa. Further you will be required to support in developing evidence-based strategies and plans to ensure the Project achieves the set objectives and contributes to the delivery of Zizi Afrique Foundations' strategy.

### Specific responsibilities:

#### You will be expected to work closely with the Research Manager and;

1. Support the conceptualization, designing and implementation of the Project.
2. Carry out a synthesis of evidence, Policies, and interventions in the ECD space and document learnings.
3. Liaise actively with key agencies in the ECD ecosystem at the National and County levels and identifying opportunities for convergence.
4. Support in developing a monitoring system of conducting regular reviews of the progress and performance of the ECD project.
5. Organize all the meetings related to the planning of the Project, workshops, conferences, and county/site visits.
6. Support the Advocacy and Communications team to develop communication materials (reports, messages, stories) to be shared with various stakeholders.
7. Develop yearly and quarterly work plans of implementation activities.
8. Prepare monthly, quarterly, bi-annual and annual project/program and financial reports for Zizi Afrique Management, Board and the Donor as per the set guidelines.

### Qualifications & Experience

- Graduate level qualification in disciplines such as education/Early Childhood Education/Social Science/Social work/Project management.

- Post graduate qualification in social work / social science / education / any relevant field.
- 3-5 years of relevant professional experience, especially in implementing and/or managing ECD/ related programs
- Experience of working with Government departments at national/ county level
- Knowledge of government policies and programmes on ECD
- Excellent verbal and written communication skills in English.
- Good documentation, data analysis, research analysis and presentation skills. Proficiency in MS Word, Excel and PowerPoint is required.
- Alignment of interest in the Vision and Mission of ZAF is essential.

### How to apply

Interested and qualified candidates should include:

- A detailed application letter expressing interest.
- A detailed resume and copies of academic and professional certificates
- Three work referees with contact information.
- Indicate your expected remuneration/salary.
- Submit their applications by email to [jobs@ziziafrique.org](mailto:jobs@ziziafrique.org) by **Thursday 12<sup>th</sup> October 2023**, clearly indicating the position title in the subject line of the email.

**Only short-listed candidates will be contacted for interviews.**

**Zizi Afrique is an equal opportunity employer!**