



JOB ADVERT-Programme Officer

Job Title	Programme Officer
Organisation	Johanniter-Unfall-Hilfe e.V. Kenya Branch
Job Location	Kakuma, Turkana County, Kenya

This position is on a full-time basis – 100%

Job Responsibilities and Accountabilities

Overall job purpose

The Programme Officer will work as part of the Johanniter Kenya national team reporting to the Kenya Programme Manager. Based in Kakuma (with initial induction in Nairobi) the incumbent will primarily support the partner organizations implementing the “Transitioning Vulnerable Refugee and Host Communities into Self-Reliance and Resilience in Turkana West Sub-County (TRUST) Project” and may support other projects as required. The TRUST project covers Nutrition, WASH and Livelihoods/Food Security sectors. In this role, the Programme Officer will work closely with the Johanniter Programme Manager, the Johanniter PMEAL Officer and Johanniter Partners’ teams to provide technical support on project implementation, monitoring, evaluation, accountability and learning. S/He will be responsible for partnership relationship building and support partnership processes including partner mapping, assessments, vetting, capacity sharing and strengthening.

Reporting Lines:

Reporting to:	Programme Manager, Kenya (first level supervisor) Country Director, Kenya (second level supervisor)
Supervising	N/A
Receives technical advice from:	PMEAL Officer, Programme Manager, Finance Coordinator, Country Director,
Gives technical advice to:	N/A
Stands in for:	N/A
Replaced by:	Programme Manager

Strategy and Vision

- Actively supports the values of Johanniter and shapes the work accordingly
- Contributes to the implementation of the international and country strategy of Johanniter International Assistance

Programme Management

- Supports the Programme Manager and PMEAL Officer to oversee the implementation of Johanniter project activities in Kakuma ensuring that activities are implemented on time, on budget and in compliance with donor regulations
- Ensures that partner project staff understand the donor requirements for the respective projects
- Works with the Programme Manager to ensure projects are implemented in ways responsive to communities, in line with Johanniter’s Leadership Guiding Principles and the Johanniter International Strategy and are compliant with donor regulations
- Ensures that the cross cutting thematic areas of gender and inclusion are effectively streamlined in project implementation
- Works with the Programme Manager in identifying potential funding opportunities and actively participates in the proposal writing process when the need arises.
- Supports the Programme Manager in reviewing partner narrative and monthly BVA reports (expenditure) and data analysis

Learning, Evaluation, Accountability, Documentation and Monitoring

- Monitors project implementation by Johanniter's partners and provides feedback to the partner staff.
- Together with the PMEAL Officer and partner staff, supports in conducting assessments including needs assessments, baselines and evaluations etc
- Contributes to proposal development and programme design, indicator definitions, theory of change development and log frame design.
- Conducts regular e.g. weekly project monitoring visits together with the partner(s) at the project locations
- Contributes to the rollout of Johanniter's global strategic initiatives related to measurement & accountability, and enables reporting against Johanniter's global standards and requirements.
- Supports the PMEAL officer and Partner(s) staff to compile the monthly and donor reports to share with the Programme Manager.
- Supports the partner(s) in developing client complaints and feedback mechanisms and ensures collection and filing of success stories, case studies, pictures, etc.
- Contributes to organizational learning documentation and dissemination of key findings stemming from monitoring, assessment, and other analyses of project learning activities.

Coordination and Representation:

- Represents Johanniter in relevant meetings at project level i.e. co-design workshops, project inception and closing meetings, quarterly feedback and review meetings, project implementation meetings, partner reflection meetings etc.
- Supports with information sharing with Johanniter implementing partners.

Partnership Support and Management

- Supports with partner mapping, selection and vetting processes to identify new partners.
- Together with the Programme Manager, facilitates and coordinates timely, coordinated and coherent **partnership and project review processes** involving finance, logistics and procurement, PMEAL and management teams.
- Together with the Programme Manager and PMEAL Officer support project opening, monitoring and closing meetings and ensures partner participation in all project cycle meetings.
- Works collaboratively with partners to facilitate systematic and timely partner feedback to Johanniter's management, improve partnership relationship, including the documentation of, and response to partner feedback and constructively resolve any issues that may arise.
- Supports the Programme Manager with ensuring complete and organized partnership files for each partner are up to date and on the server.
- Identifies areas (logistics, programmes finance, monitoring and evaluation) where the partner may need capacity strengthening and shares this with the Programme Manager.

Person Specification:

Profession/Qualification:

- Bachelor's degree in Development Studies, Social Studies, Community Development, Public Health, Agriculture or other relevant qualification(s) from an accredited academic institution

Experience:

- 3+ years of relevant work experience in humanitarian assistance or development organizations
- Extensive practical experience in working with partner organizations.
- Experience in nutrition, WASH, food security and livelihoods.
- Demonstrated knowledge on the application of MEAL concepts in project planning and management.
- Demonstrated experience and skills in project management cycle.
- Knowledge of national and international guidelines including SPHERE and CHS is an advantage.
- Strong writing skills in English.

Skills:

- Excellent communication skills with fluency in English a must; knowledge of local languages is an advantage

- Strong interpersonal skills required, with the ability to collaborate with others
- Willingness to travel to project sites with the partner on a frequent basis (a minimum of 3 times per week).
- Self-driven, culturally aware and able to work in harsh environments
- Ability to meet deadlines/perform duties on time; highly organized
- Attention to detail.

Johanniter Safeguarding statement and / or commitment

It is Johanniter's responsibility to create an environment built on integrity, respect and accountability, in which all staff and volunteers are comfortable to work and feel safe. We have a zero-tolerance policy when people cause harm to others. Those who misbehave or are complicit will be held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns will be appropriately protected and respected.

How to apply:

- Johanniter is an equal opportunity employer that values diversity. Suitable candidates with disabilities are encouraged to apply.
- We require background checks (including criminal record and reference checks) to protect the vulnerable and prevent abuse
- Applications for this position **MUST** include the following:
 - A concise and up to date **CV**.
 - A **cover letter** explaining how you meet the criteria for this position as stated above (no more than 1 page).
 - **Reference contacts** (phone numbers and email addresses) of three referees. Please state their working relationship to you, the position you held at the time and the dates you worked together.
 - **Certificates of service**
 - Applications which do not include all of the above will not be considered.
- Applications should be sent to recruitment.kenya@johanniter.de until **2nd January 2026 by 5pm.**
- Please indicate **Programme Officer** in the subject line of your e-mail.
- Short-listed candidates will be invited for interviews via email.

Johanniter does not charge a fee at any stage of the recruitment process (application, interview, or onboarding).