

Apply today and you could be...

An Organisational Development Adviser with the Teenage Mothers & Girls Association Kenya (TEMAK) in Kisumu, Kenya

What's the context and purpose of the role?

Teenage Mothers & Girls Association of Kenya, TEMAK, works to reduce teenage pregnancies through empowering women with vocational skills and life skills, as well as rehabilitating young mothers through similar strategies. It also provides support for young widows, orphans and young women engaged in commercial sex. Women can access vocational training in areas such as Hair & Beauty, Computing, Arts and Crafts (for income generation). TEMAK has grown organically since its conception in 1992 and is well recognised and spoken of in the local community. However, there has been little forward planning or strategic overview, which means that the organisation lacks the systems and procedures required to take it to the next level. As an Organisational Development Adviser you'll assess the current strengths and weaknesses of the organisation and seek to develop solutions within the TEMAK team. This placement forms part of VSO's HIV and AIDS programme in Kenya as it will build the capacity of TEMAK to meet its objectives and provide education and economic welfare opportunities to women who are vulnerable to HIV and AIDS.

What does the role involve?

- Develop a strategic planning process for TEMAK in consultation with the TEMAK Board and staff
- Train TEMAK staff in work planning and budgeting (at management and lower levels) against the strategic plan
- Support the formulation of TEMAK policies, systems and procedures; including financial management, HR and staff development, procurement, communications and PR, IT systems.
- Formulation of monitoring and evaluation templates and training TEMAK staff in consistent use of them
- Jointly develop a marketing/fundraising strategy, and train the board in proposal writing
- Network with potential strategic partners for TEMAK



What skills, experience and personal qualities are needed for the role?

You'll need a bachelor's degree, preferably in a business or management related field, with at least three years' experience of working at mid or senior management level. You will have substantial experience of managing teams and carrying out strategic planning processes, and will have been involved in developing management and HR systems. Experience in fundraising would be an advantage and you'll need excellent communication and interpersonal skills in order to build strong relationships with colleagues and stakeholders. Patience, flexibility and a sense of humour are important qualities in all our volunteers, as they will help you to successfully integrate into a new culture.

And the rest...

Kisumu is Kenya's 3rd largest city, a pleasant and sleepy town on the shores of Lake Victoria. It has a population of just over 300,000 and good facilities, such as a bank, shops and markets. You'll most likely live in a 2-room house with good water and electricity supply. We'll ask you to commit to 24 months to make a sustainable contribution to our development goals. In return, we'll give you comprehensive financial, personal and professional support. We'll provide you with extensive training before your placement, and our financial package includes a local salary, return flights, accommodation, insurance and more. When you return to your home country, we'll help you to resettle and many of our returned volunteers stay involved with us long after their placement ends. www.vso.org.uk/volunteering