



Society of Clerks-At-The-Table in Kenyan Legislatures

1st Floor, Room 104, Transnational Plaza, Mama Ngina Street, P.O. Box 12654-00100, Nairobi, Kenya
Telephone: 0726 428 903 Email: info@socattkenya.org Website: www.socattkenya.org

JOB ADVERTISEMENT

JOB TITLE: Assistant Programs Officer

LOCATION: Nairobi, Kenya

Deadline for Applications: February 28th, 2025 at 5:00pm

BACKGROUND

The Society of Clerks at the Table in Kenyan County Legislatures, (SOCATT-K), is the membership organization for the Technical Services (technical officers) across the 47 County Assemblies in Kenya. SOCATT (K) was founded and registered in 2014 under the Societies Act, CAP 108 Laws of Kenya; with the primary objective to facilitate the harmonization of procedures and practices while creating platforms that enhance technical skills and capacities, experience sharing, collaboration and networking for the County Assembly Service(s).

JOB SUMMARY

SOCATT-K seeks to recruit a dynamic and results-oriented Assistant Programs Officer to support the planning, implementation, and evaluation of its programs. The officer will work closely with the Programs Officer to ensure that SOCATT-K's activities align with its strategic goals, enhance capacity development, and strengthen stakeholder engagement.

THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR:

Program Coordination & Support

- Assist in the planning, execution, and monitoring of SOCATT-K programs.
- Support the development of training materials, reports, and presentations.
- Maintain program documentation and databases.

Stakeholder Engagement & Communication

- Assist in liaising with County Assemblies, partners, and stakeholders.
- Support communication and follow-ups with program participants.
- Help in organizing meetings, workshops, and conferences.

Logistics & Event Management

- Coordinate logistics for training sessions, workshops, and events.
- Ensure timely communication and smooth execution of program activities.
- Support procurement processes for program-related needs.

Administrative & Financial Support

- Assist in budget tracking and financial reporting for programs.
- Handle documentation, data entry, and filing of program records.
- Support the preparation of program reports and funding proposals.

Any other duties assigned.

REQUIRED QUALIFICATIONS & EXPERIENCE

- ✓ Bachelor's degree in Public Administration, Project Management, Political Science, Law or a related field.
- ✓ At least three years of experience in program coordination, policy development, or project management.
- ✓ Demonstrated Knowledge of County Government operations is an added advantage.

KEY COMPETENCIES

- ✓ Strong budgeting and financial management skills.
- ✓ Excellent stakeholder engagement and partnership-building abilities.
- ✓ Strong analytical skills, with the ability to generate reports and communicate findings effectively.
- ✓ Proficiency in both English Kiswahili along with strong computer literacy.
- ✓ Ability to work independently and collaboratively, including coordinating and guiding teams to successfully achieve program objectives.

HOW TO APPLY

Interested candidates should submit their application including a cover letter and CV with contacts of three referees to info@socattkenya.org by February 28th, 2025 at 5:00pm. Late applications will not be considered. Only shortlisted candidates will be contacted for an interview.

Applications by hand delivery, should be clearly marked PO/2025 and addressed to:

The Secretary General, Society of Clerks at the Table
1st Floor, Room 104, Transnational Plaza,
Mama Ngina Street, NAIROBI.

Applications by courier or Post should be clearly marked PO/2025 and addressed to:

The Secretary General, Society of Clerks
at the Table
P.O. Box 12654 - 00100, NAIROBI.

Applications by e-mail should be sent to:

info@socattkenya.org with the subject 'Assistant Programs Officer Position'.

SOCATT is an equal opportunity employer.