



CATHOLIC DIOCESE OF KITUI

VACANCY ANNOUNCEMENT

The Catholic Diocese of Kitui seeks to recruit a self motivated, talented, innovative and results oriented individual to fill the position of **CARITAS KITUI DIRECTOR**.

Key responsibilities

- The Diocesan Development Coordinator will manage and oversee the implementation of all Diocesan development projects within Catholic Diocese of Kitui. Under the direct supervision of the Bishop, the Director will be fully responsible for implementation of the projects.
- Overall development, management and coordination of the Diocesan development and humanitarian programmes
- Develop and maintain effective relationships with development partners ensuring strict compliance with Diocesan and donor policies and standards and procurement procedures.
- Ensure that Diocesan Donor funds are used in the most effective way, demonstrating good stewardship of resources and compliance with Diocesan and Donor policies and procedures including procurement procedures.
- Lead and manage programme staff; including appropriate capacity building and systematic empowerment according to Diocesan management standards and staff policies, so that the effectiveness of the team is achieved.
- Promote the Mission, Vision and Philosophy of the Diocese and participate in its social responsibility activities.
- Plan project activities, co-ordinate and develop an operational plan of activities to attain the programme's objectives
- Formulate policies for the projects' operation
- Coordinate and supervise the work of full time staff and the community-based Project implementation Committee (PIC)
- Establish, maintain, coordinate and develop links and services between the project, partners and relevant stakeholders
- Manage the day to day administration of the field office, including staff supervision and development, routine correspondence, purchasing, invoicing and cash control, statutory requirements, grants and preparation and control of the project's budget
- Ensure proper use, maintenance and control of all project assets

Qualifications

The ideal candidate should:-

- Hold a minimum qualification of Masters Degree in Social Science or related field from a university recognized in Kenya; and
- Have at least five (5) years' of working experience in a relevant field with three of those in a team management role.

Competencies

- Demonstrate prudent financial management skills
- Have excellent communication, presentation, strong interpersonal and analytical skills, organizational and team leadership capabilities.
- Must have knowledge and experience in community participatory approaches
- Have exceptional visionary leadership and negotiation skills with capacity to engage with local, regional and international organizations.
- A good knowledge of social teachings of the Catholic Church and Ethical principles

If you believe you meet the above requirements and are interested in this position, please send your application together with a detailed curriculum vitae which should have at least three (3) referees to the address or email below so as to reach us not later than **Wednesday 8th July 2015 at 5pm.**

Human Resources Officer
Catholic Diocese of Kitui
P.O. Box 300 – 90200
KITUI

Or email to: hr@dioceseofkitui.org

Only short-listed candidates will be contacted