



RECSA VACANCIES ANNOUNCEMENT

The Regional Centre on Small Arms (RECSA) is an Intergovernmental organization established in the year 2005 to implement the Nairobi protocol for the prevention, Control and Reduction of Small Arms and Light Weapons (SALW) in the Great Lakes Region, the Horn of Africa and Bordering State with Kenya as the Host Country.

RECSA is seeking to fill the following regional positions to be based at its Secretariat offices in Nairobi. The appointments are on a three (3) year renewable contract subject to satisfactory performance and availability of funds. Remuneration terms and conditions of work for all the positions are negotiable.

Principal Officer - Resource Mobilization (Re-Advertisement)

The Principal Resource Mobilisation Officer shall work under the office of the Executive Secretary to broaden and sustain the flow of resources to fund RECSA Secretariats' and Member States' SALW control interventions. This will involve developing and maintaining relationships with donor agencies, supporting negotiations of funding agreements and organising, conducting formal meetings with donor agencies.

Duties and Responsibilities:

1. Gather information on donor policies, priorities and subsequently update donor profiles on the RECSA intranet.
2. Participate in drafting donor specific strategy papers; provide inputs for regular reports on technical cooperation and assist in the preparation of briefings for senior management.
3. Prepare reports that show the results achieved by RECSA and the value added.

4. Prepare and participate in internal/external meetings, including Annual Review Meetings with multi or bilateral donors, thematic meetings and resource mobilization events, programming meetings and missions
5. Develop and maintain contacts with donor agencies as appropriate, covering a specific set of donors to be agreed upon. This entails contributing to maintaining networks and actively engaging in knowledge sharing, information dissemination on the RECSA priorities and promotion of the RECSA mandate
6. Assist in the development and implementation of the RECSA Public-Private Partnership resource mobilization strategy. This includes collaborating with the relevant staff in developing and updating promotional materials and assisting Member States with entering into new Public-Private Partnerships.
7. Perform any other duty as may be assigned by the supervisor and the management of RECSA Secretariat

Qualification and Experience

- a. A minimum of a Master's degree in Business Administration, social science, international studies or other relevant field.
- b. At least 5 years of professional experience in resource mobilization with a good track record in fundraising.
- c. Relevant experience in development cooperation would be an advantage.
- d. Ability to communicate effectively both orally and in writing; and possess sound analytical skills.
- e. Candidates of this position must be fluent in English and either in French or Arabic.

Principal Officer -Protocol/ Communications and Public Relations Officer (Re- Advertisement)

The principal duty of a Protocol/ Communications and Public Relations Officer shall be to foster understanding and cooperation between RECSA and individuals, organizations and foreign bodies and also be responsible for a company's communication with different target audiences, including customers, journalists, investors, suppliers and the general public.

Duties and responsibilities:

1. Advise other employees and managers on communication tasks, and use written and verbal skills to create a wide range of product and corporate communication material.
2. Research, prepare and gain appropriate approvals for a range of public communication materials including speeches, media releases, media responses, feature articles, as well as contributions to departmental publications.
3. Prepare timely and approved speeches, media releases, media responses
4. Draft correspondence and materials for publications, often within tight deadlines
5. Be accountable for the preparation, distribution, coordination and promotion of RECSA news and events vivacious channels and media (e.g. print, web, radio, TV, multimedia).
6. Provide policy advice and assistance in implementing communications strategies.
7. Work closely with RECSA staff, guiding them in the organisation and presentation of material to ensure the final material is readable and accurate, and is in line with communication protocols.
8. Ensure enhanced communication of RECSA policies and programs across governments and the public.
9. Monitor the standard of the RECSA' written communications, such as annual reports, brochures, fact sheets, guides, manuals and newsletters.
10. Ensure that the work environment is free from all forms of discrimination and harassment; that equal opportunity is applied to all staff under supervision; and that the principles of cultural diversity are applied.

Minimum Qualification and Experience

- a) A minimum of a Master's degree in communications, public relations, International relations or similar field
- b) At least 5 years' experience in the workings and operations of inter-governmental organizations and agencies
- c) An understanding of the sources and dynamics of conflicts, peace and/or security in Africa in general and Great Lakes Region and Horn of Africa in particular would be an added advantage.

d) Candidates of this position must be fluent in English and French.

Principal Officer – Monitoring and Evaluation

The Monitoring and Evaluation Officer is responsible for setting up, implementation and communication of M&E results or findings and knowledge transfer to staff.

Duties and Responsibilities

- 1) Develop monitoring and evaluation plans to effectively analyze and present project results in a synchronized manner.
- 2) Develop tools and processes that support quality project monitoring and evaluation that meet international standards and comprehensively analyze project output.
- 3) Build up processes, tools and instruments and establish standards for monitoring and reporting. Ensure that these are internalized and utilized at Secretariat and Member State level including the linkage of planning, implementation and reporting on the RECSA Strategic Plan.
- 4) Develop and institutionalize appropriate systems and tools for data quality assurance, including the consistent use of agreed performance measures and ensure that these are known and used by respective RECSA staff and National Focal Point Coordinators.
- 5) Devise terms of reference for carrying out base line studies as well as routine and periodic monitoring of outputs and outcome.
- 6) Document and disseminate activities and accomplishments of different interventions in the form of reports and oral presentations.
- 7) Conduct project surveys for impact level indicators. Lead field-testing, data collection and analysis of all projects, and report findings. Conduct appropriate analysis, including the use of complimentary data sets and secondary analysis.
- 8) Identify and analyze factors for project success or obstacles to meeting objectives and in liaison with project management teams, identify, define, and validate the performance measures most appropriate and useful to project management.
- 9) Participate in both internal and external reviews and evaluations and produce M&E periodic reports.
- 10) Perform any other duties assigned by Management.

Qualifications and Experience

- a) A minimum of a Master's degree in Project Planning and Management, Economics, development studies or Statistics with post graduate training in Monitoring and Evaluation.
- b) At least 5 years in a similar position/ field
- c) Be familiar with management and implementation of donor funded projects and coordination with related programs
- d) Practical and extensive work experience of at least five years in establishing and implementing M&E systems in the public sector and or international organisation.
- e) Good communication and interpersonal skills.
- f) **Candidates of this position must be fluent in English and French.**

Only candidates from RECSA Member States who meet the qualifications should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees and their contact details (e-mail, telephone numbers) not later than 9th January, 2017 to careers@recsasec.org or courier services addressed to:

Director of Administration and Finance

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RECSA is an equal opportunity employer. Only shortlisted candidates shall be contacted. More details can be found on **RECSA website: www.recsasec.org**.