



Constitution & Reform Education Consortium (CRECO)

P.O. Box 2231 – 00200 City Square, Nairobi

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The Constitution and Reform Education Consortium (CRECO) is a coalition of civil society organisations (CSOs) working on democracy, governance, legal and human rights issues. It was founded in 1998 and registered as Charitable Trust. Currently the coalition CSOs work in different sectors but with a common aim of promoting constitutionalism, human rights and good governance in Kenya. As at December 2010, CRECO had a total membership of 25 CSOs.

In a bid to meet its objectives, CRECO Secretariat established the Volunteer Service Scheme for purpose of building skills of promising young professionals interested in working for civil society organizations in the governance and democracy sector. In this regard, CRECO Secretariat wishes to recruit a volunteer to the Programmes Office to handle projects under its Strategic Plan 2011 – 2015 of Civic Engagement, Human Rights and Institutional Capacity Development.

VOLUNTEER: PROGRAMMES OFFICE

Reporting to the Programmes Coordinator, the recruited volunteer will be responsible for:

1. Participating in various aspects of project's implementation under the direction and supervision of the Program Coordinator
2. Assist in preparation of timely reports as per stated guidelines
3. Undertake monitoring visits to track and assess activities organized by the Secretariat and/or members
4. Represent CRECO in network activities whenever the need arises
5. Maintain and submit weekly, monthly, quarterly, and periodic work-plans with performance indicators during the volunteer period
6. Assist in preparing IEC materials
7. Conduct research in the various CRECO's programme areas
8. Assist in Community mobilization, facilitation and training
9. Assist in Capacity development of organisations
10. Any other relevant duty as may be assigned by the supervisor

Minimum Qualifications

1. Bachelor's Degree in Social Sciences especially in either of the following: Law, Political Science, Project Management, Public Administration
2. At least two years continuous experience in the Civil Society/NGO Sector; experience working with networks or consortiums will be an added advantage
3. A clear understanding of how networks work
4. A clear understanding of the contents of the Constitution of Kenya, 2010
5. A clear understanding of the constitution implementation process and status

6. A general understanding of Kenya's economic, social and political situation is a must

Required Skills

Applicants wishing to apply for the above position should have the following skills:

1. Good communication and interpretation skills
2. Proficient in the use of Microsoft Office Computer packages, proficiency in use SPSS statistical package will be an added advantage
3. Ability to multi-task and work in multi-disciplinary project teams
4. Motivation to work with communities
5. Proposal and report writing skills
6. Demonstrated learning and experience in the CSO sector
7. Willingness to work over the weekend (Saturday and Sunday) if required

How to apply

Applicants fulfilling the above requirements should submit the following:

1. An application letter demonstrating how your skills and experience will be relevant to achieving CRECO's objectives
2. Detailed CV and all relevant attachments including 3 contacts of your referees (only one referee should be an academic/college referee) also indicate how much you earn in your current position and how much you would like to receive
3. The above should also be accompanied by a 1 page, A4 size, 12 size, Arial font summary document of your experience working in the Civil Society Sector/NGO Sector, skills applied/learnt and achievements gained

Kindly note

1. **This is not an employment position in CRECO**
2. **A minimal facilitation will be provided to the successful candidates.**

Applications from interested candidates must reach us at the close of business on **Friday, 27th January 2012** and only applications meeting the above requirements will be considered. Further note that CRECO will only contact applicants who will be shortlisted to attend Practical and Oral interviews.

The above documents should be addressed and emailed/hand delivered to:

The Programs Coordinator

Constitution & Reform Education Consortium – CRECO

P.O. Box 2231 – 00200, City Square

Upperhill, Matumbato Road, off Upperhill Road (next to Don Bosco Catholic Church)

Gate 39, next to International Guest House

NAIROBI

Those sending via email should send to:

creco@africaonline.co.ke with subject line: **VOLUNTEER POSITION**