



Terms of Reference (ToR) – Programs Coordinator, M&E Officer, Finance Officer, and Communications Officer

1. Background

Desire Youth Initiative (DYI) is a women and youth-led Community-Based Organization operating in Kilifi County Kenya, seeking to advance gender and social justice by preventing and mitigating rights violations and abuse of women and girls through equal access to opportunities and information. The organization aims to create a society that empowers women and girls, upholds and protects their fundamental rights and freedoms. DYI focuses on promoting and protecting the rights of women and girls by ensuring equitable access to opportunities, information, and justice, while working to prevent and respond to gender-based violence and discrimination.

A. Programs Coordinator

Location: Kilifi County, Kenya

Duration: 24 months (renewable annually based on performance and funding)

Reports to: Executive Director

Purpose of the Role

The Programs Coordinator will oversee the planning, implementation, and reporting of DYI's projects, ensuring alignment with organizational goals, donor requirements, and community needs.

Key Responsibilities

- Lead the design, planning, and execution of all programs.
- Supervise project staff and provide technical guidance.
- Liaise with donors, partners, and stakeholders.
- Ensure timely delivery of program outputs and outcomes.
- Monitor budgets and work plans for program activities.
- Produce narrative reports for management and donors.

Qualifications & Experience

- Bachelor's degree in Development Studies, Social Sciences, or related field.
- Minimum 5 years' experience in program management.
- Proven leadership and stakeholder engagement skills.
- Strong organizational and analytical skills.

B. Monitoring & Evaluation (M&E) Officer

Location: Kilifi County, Kenya

Duration: 24 months (renewable annually based on performance and funding)

Reports to: Programs Coordinator

Purpose of the Role

The M&E Officer will lead monitoring and evaluation activities, ensuring effective tracking of progress, data collection, and reporting to inform learning and project improvement.

Key Responsibilities

- Develop and implement M&E tools and framework.
- Track project indicators and outcomes.
- Collect, verify, and analyze data.
- Prepare M&E reports and support donor reporting.
- Document lessons learned and success stories.
- Coordinate beneficiary and stakeholder feedback.

Qualifications & Experience

- Bachelor's degree in M&E, Social Sciences, or related field (Master's is a plus).
- Minimum 3 years' experience in M&E, preferably in gender or community development programs.
- Proficiency in data collection tools (Excel, SPSS, KoboToolbox).
- Excellent communication and reporting skills.

C. Finance Officer

Location: Kilifi County, Kenya

Duration: 24 months (renewable annually based on performance and funding)

Reports to: Executive Director

Purpose of the Role

The Finance Officer will manage financial planning, budgeting, accounting, and reporting to ensure effective and compliant use of DYI's resources.

Key Responsibilities

- Manage day-to-day financial operations.
- Prepare and monitor budgets and expenditure reports.
- Ensure compliance with donor and statutory requirements.
- Maintain accurate financial records.
- Support audits and produce financial statements.
- Manage payroll and statutory deductions.

Qualifications & Experience

- Bachelor's degree in Finance, Accounting, or related field (CPA/ACCA qualification preferred).
- Minimum 3 years' experience in NGO finance.
- Knowledge of accounting software (e.g., QuickBooks).
- Strong understanding of donor compliance and reporting.

D. Communications Officer

Location: Kilifi County, Kenya

Duration: 24 months (renewable annually based on performance and funding)

Reports to: Executive Director

Purpose of the Role

The Communications Officer will lead DYI's communication and advocacy efforts, ensuring effective visibility, branding, and documentation of impact stories.

Key Responsibilities

- Develop and implement a communications strategy.
- Manage DYI's social media and website content.
- Document project activities through photography, videography, and storytelling.
- Produce newsletters, press releases, and other communication materials.
- Strengthen relationships with media and stakeholders.
- Support advocacy campaigns and public engagement.

Qualifications & Experience

- Bachelor's degree in Communications, Journalism, Public Relations, or related field.
- Minimum 3 years' experience in communications for NGOs.
- Proficiency in multimedia production and content creation.
- Strong writing, editing, and presentation skills.

3. General Provisions

- All positions require high integrity, teamwork, and commitment to DYI's mission.
- Contracts are renewable subject to performance and availability of funds.
- DYI is an equal opportunity employer and encourages applications from qualified candidates regardless of gender, age, or background.

Interested candidates are invited to submit their cover letter and CV to jobs@desireyouth.org by 16th August 2025, with the subject line "Job Application." Only shortlisted candidates will be contacted.