



## **JOB DESCRIPTION**

### **Job Title:**

**Programs Coordinator**

### **Organization:**

IFAGE International Organization

### **Location:**

[Siaya, Kenya]

### **Reports To:**

Executive Director / IFAGE Executive Board

### **Employment Type:**

[One Year Renewable, Contract]

### **Deadline for Application:**

[January 15, 2026]

## **About IFAGE International Organization**

IFAGE International Organization envisions a world where women, men, and children are equal and free from sexual and gender-based violence (SGBV). Our mission is to prevent all forms of gender-based violence in the Sub Saharan Africa using principles of faith to educate, equip, and advocate for gender equity and justice in communities. Our core values are Integrity, Equality, Inclusivity, Teamwork, and Commitment.

## **Job Summary**

The Programs Coordinator is responsible for the planning, implementation, monitoring, and evaluation of IFAGE's projects aimed at preventing SGBV and promoting gender equity across Sub-Saharan Africa. This role requires strong project management skills, a deep commitment to the organization's mission and faith-based principles, and the ability to work collaboratively with diverse stakeholders, including faith leaders, community members, and partners. The Coordinator will ensure all programs are delivered effectively, ethically, and in line with donor requirements and organizational standards.

## **Key Duties and Responsibilities**

### **1. Program Management and Implementation**

- Oversee the end-to-end management of assigned programs, ensuring projects have clear, realistic objectives and impact-oriented implementation plans.
- Ensure the timely and quality implementation of program activities, working closely with field staff, volunteers, and partners.
- Integrate IFAGE's faith-based principles and gender-transformative approaches into program design and implementation, ensuring cultural sensitivity and community ownership.
- Coordinate with the Monitoring and Evaluation (M&E) officer to ensure effective monitoring processes are followed and findings inform program improvement.

### **2. Partnership and Coordination**

- Build and maintain strong, collaborative relationships with national and local partners, including faith-based institutions, CBOs, government bodies, and other NGOs, to avoid duplication and enhance impact.
- Represent IFAGE at relevant regional and national coordination platforms, sector meetings, and working groups related to SGBV prevention and gender justice.
- Facilitate communication and collaboration between field stakeholders and the wider IFAGE team.

### **3. Program Development, Reporting and Resource Mobilization**

- Contribute to the development of new program proposals and concept notes, ensuring alignment with IFAGE's strategic objectives and donor priorities.
- Lead the preparation of high-quality, well-written, and timely reports for internal use and for donors, ensuring strict compliance with all requirements.
- Support the identification of new funding opportunities and contribute to resource mobilization initiatives.

### **4. Technical Leadership and Capacity Building**

- Provide ongoing technical support, guidance, and on-the-job training to program staff and implementing partners on SGBV prevention, survivor-centered approaches, and gender equality principles.
- Identify training needs within the program teams and help coordinate relevant capacity-building initiatives.
- Ensure that all programs uphold protection principles and mitigate potential harm to beneficiaries and staff (safe programming).

### **5. Financial Management and Compliance**

- Monitor program expenditures against budgets in collaboration with the finance department, ensuring compliance with both internal and donor financial regulations.
- Implement risk assessment and mitigation strategies for all programs, constantly monitoring the operational context.

### **Required Qualifications and Experience**

- **Education:** A Bachelor's degree in Social Sciences, Gender Studies, International Development, Public Health, or a related field is required. A Master's degree is an added advantage.
- **Experience:** A minimum of 10 years of experience in program management and design within an NGO, with a focus on gender equality, women's empowerment, or SGBV programming in humanitarian or development contexts, preferably in Sub-Saharan Africa.
- **Knowledge:** Strong understanding of gender issues, survivor-centered approaches, and the application of faith-based principles in social change programming.
- **Skills:** Excellent project management, fundraising and resource mobilization, analytical, and report-writing skills. Strong communication (written and oral), interpersonal, and leadership abilities.

- **Values:** A proven commitment to IFAGE's core values of Integrity, Equality, Inclusivity, Teamwork, and Commitment, and to the mission of ending SGBV.
- **Travel:** Willingness and ability to travel frequently to field locations within Sub-Saharan Africa.