

JOB DESCRIPTION AND SPECIFICATIONS	PROGRAMME OFFICER, AFRICA PEER REVIEW MECHANISM (APRM) (1 POST)
Purpose of Position	The Programme Officer, APRM will be responsible to the Programme Director, APRM & Governance, for implementation of the APRM in Kenya.
Duties and Responsibilities	<p>The Programme Officer, APRM will be responsible for:</p> <ul style="list-style-type: none"> ▪ Compiling relevant data on the APRM pillars; ▪ Providing the necessary inputs to the preparatory process of country reviews; ▪ Preparing papers and background documents for both the review and evaluation processes; ▪ Organising workshops for stakeholders for experience sharing; ▪ Monitoring the implementation of National Programmes of Action; • Facilitating platforms for engagements, dialogue and co-operations among various stakeholders on the APRM initiative. • Monitoring and evaluating governance policies, trends and practices in the country in line with implementation of the APRM recommendations for the country • Disseminating periodic reports on implementation of APRM in Kenya • Preparing briefs quarterly on the APRM, projects and activities for policy makers and stakeholders
Academic and Professional Qualifications	Be in possession of a degree in Economics / Law / Development Studies / Political Science / International Relations or equivalent qualification. A masters degree in a relevant field will be an added advantage
Work Experience	Have at least 5 years experience in a senior position in the Public Service or Private Sector dealing with Governance related issues;
Skills and Competence	<ul style="list-style-type: none"> • Good writing skills and mastery of English • Knowledge of governance policies with particular focus on Kenya's socio-economic and political governance • Experience and knowledge of Monitoring and Evaluation will be an added advantage <ul style="list-style-type: none"> ▪ Be proficient in Computer applications ▪ Be a strategic thinker ▪ Be a team player ▪ Have good interpersonal relations
Application Process and deadline	Candidates meeting the criteria are invited to submit application, detailed curriculum vitae and copies of testimonials to The Chief Executive Officer, NEPAD Kenya Secretariat, P. O. Box 46270, 00100, NAIROBI not later than 29 th November, 2013