Association of Sisterhoods of Kenya (AOSK)
ChildSafe Project

Job Description: Household Economic Strengthening Officer

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Position title	Household Economic Strengthening Officer
Project	AOSK ChildSAFE Project
Department	Programming
Reports to	Project Manager
Supervises	Community workforce team
Duty station	AOSK Secretariat, Nairobi, with regular field travel
Contract type	Fixed-term, project-based (renewable subject to performance and funding)
Number of positions	One (1)

About AOSK and the Project

The Association of Sisterhoods of Kenya (AOSK) is a membership association of Catholic women religious congregations serving communities across Kenya through health, education, social welfare, justice and peace, and leadership development. The AOSK Child Safe Project strengthens safeguarding systems within member congregations and the institutions and communities they serve, so that every child is protected from abuse, neglect, exploitation and violence.

Project Overview

ChildSAFE is a multi-country initiative supported by the U.S. Department of State Bureau of Global Health Security and Diplomacy that aims to measurably and durably improve the safety, development and well-being of vulnerable children and families. Working through national and local systems, ChildSAFE will support governments to strengthen protection of and care for vulnerable children, advance early childhood development and support families to stay safely together. ChildSAFE builds on existing public systems and prior U.S. government investments so that improvements can be sustained beyond the award period.

Working through national and local systems, ChildSAFE will support governments and partners in three key areas:

I. Stronger child protection systems. Governments and partners will strengthen policies and coordination, develop the skills of the social service workforce, improve case

management and referral pathways, and use data to guide decisions.

II. Integrated early childhood development. Local systems will connect holistic development and family support for young children and caregivers, including services that promote responsive caregiving and strengthen families.

III. Safe family-based care. Partners will address the key drivers of child-family separation, deliver parenting and household economic strengthening services, support family reintegration, and expand safe family-based alternative care

Job Summary

The Household Economic Strengthening Officer will coordinate and implement interventions that improve the economic stability, resilience, and self-reliance of vulnerable households with children. The officer will support families to strengthen their livelihoods, improve income-generating capacity, access social protection services, and meet children's essential needs.

The position will contribute to preventing child-family separation by addressing household-level economic vulnerabilities that may increase the risk of child neglect, exploitation, family breakdown, or unnecessary placement in residential care. The officer will work closely with childSAFE project staff; department of agriculture livestock, fisheries, Vertinery, Cooperative department and Irrigation; community-based organizations (CBOs); faith-based organizations (FBOs); caregivers, and other stakeholders to promote sustainable household livelihoods and improve child and family well-being.

2. Roles and Key Responsibilities

- Conduct household economic assessments to identify income sources, livelihood opportunities, economic vulnerabilities, and barriers affecting family well-being.
- Identify households with children who are at risk due to poverty, inadequate income, food insecurity, or limited access to essential services.
- Develop household economic strengthening plans in collaboration with caregivers and relevant project staff.
- Support families to identify realistic livelihood opportunities based on their skills, resources, local markets, and household circumstances.
- Support vulnerable households to establish and diversify sustainable livelihoods by strengthening vocational, entrepreneurship, financial literacy, business planning, budgeting, and savings skills, while linking them to appropriate markets, groups, and economic opportunities.
- Provide ongoing coaching and promote locally appropriate, climate-resilient livelihood options and partnerships with government, private-sector, and development actors to enhance household economic resilience.
- Work with Social Workers to identify and address economic challenges that contribute to child neglect, family stress, and separation by integrating household economic strengthening,

financial planning, essential-service referrals, and livelihood support into family and case plans.

- Strengthen household financial resilience by building caregivers' skills in budgeting, saving, responsible borrowing and financial planning, while promoting savings groups, financial inclusion opportunities such as SILC, informed financial decision-making, and monitoring the contribution of savings initiatives to household resilience.
- Strengthen vulnerable households' access to social protection and essential services by identifying eligible families, facilitating and following up referrals, coordinating with government and other service providers, and linking economic strengthening interventions with child protection, health, nutrition, education, and early childhood development support.
- Promote family well-being by integrating positive parenting, nurturing care, household economic stability, and child-focused financial planning, while supporting vulnerable families through home visits, equitable household decision-making, and timely referrals to health, nutrition, child protection, and early childhood development services.
- Strengthen community engagement and partnerships by working with local leaders, CBOs, FBOs, savings groups, government departments, businesses, and other stakeholders to expand inclusive access to livelihood opportunities, financial services, markets, training, and community-based support for vulnerable families.
- Monitoring, Evaluation, Accountability, and Learning: Monitor household and programme outcomes through accurate data collection, routine follow-up, reporting, learning, and MEAL processes, while ensuring community feedback and complaints inform continuous programme improvement.
- Financial Accountability and Resource Management: Support effective planning, budgeting, and responsible use of programme resources by maintaining accurate records, ensuring transparent beneficiary selection, monitoring programme assistance, and complying with organizational financial, procurement, and fraud-prevention procedures.
- Safeguarding, Inclusion, and Risk Management: Ensure household economic strengthening activities are safe, inclusive, confidential, and compliant with safeguarding and PSEA requirements by managing protection risks, promoting gender equality and disability inclusion, and reporting safeguarding concerns through established procedures.

3. Qualifications and Experience

Minimum Qualifications

- Bachelor's degree in Community Development, Social Work, Development Studies, Economics, Agribusiness, Entrepreneurship, Business Administration, or another relevant field.
- Training in livelihoods programming, financial literacy, enterprise development, SILC, SMART Skills or social protection is an added advantage.

Professional Experience

- 2-3 years of professional experience implementing household economic strengthening, livelihoods, community development, or resilience programmes.
- Experience conducting household assessments and supporting vulnerable families.
- Experience facilitating financial literacy, savings, entrepreneurship, or income-generating activities.
- Experience working with community groups, local businesses, government departments, and development partners.
- Experience in programme monitoring, data collection, reporting, and household follow-up.
- Experience integrating livelihoods interventions with child protection or family strengthening programmes is an advantage.

4. Required Skills and Competencies

- Strong knowledge of household livelihoods, poverty reduction, economic resilience, entrepreneurship, financial literacy, savings, and income-generating activities.
- Strong community mobilization, facilitation, training, communication, and relationship-building skills, with the ability to develop practical livelihood plans based on household needs.
- Good analytical, problem-solving, report-writing, budgeting, financial management, and data management skills, with the ability to work independently and within multidisciplinary teams.
- Ability to build effective partnerships with government, community, and private-sector actors, with a strong commitment to child protection, family strengthening, gender equality, and disability inclusion.

5. Working Relationships

Internal: Project Coordinator/Manager, Project Officers/Social Workers, MEAL team, Finance and Administration team, and other programme staff.

External: State Department for Children Services, county government departments, social protection officers, community development officers, Private Service Providers, agricultural extension officers, vocational training institutions, financial service providers, CBOs, FBOs, savings/SILC groups, local businesses, caregivers, and community leaders.

6. Working Conditions

The position requires regular field visits, household assessments, community mobilization, training sessions, partner coordination, and travel within the assigned geographical area. The

7. Safeguarding Commitment

The Household Economic Strengthening officer must demonstrate a strong commitment to protecting children from abuse, neglect, exploitation, and all forms of harm. The post holder is responsible for promoting a safe organizational culture, ensuring compliance with safeguarding policies, and ensuring that all Programme activities prioritize the safety, dignity, rights, and best interests of children.

AOSK is committed to the protection of children. All AOSK employees are subject to background checks, including police clearance, reference checks and a safeguarding declaration, and must sign the AOSK Child Safeguarding Policy and Code of Conduct.

HOW TO APPLY

Send an application letter and a detailed CV with three professional referees to aosksec@aoskenya.org / aoskhr@aoskenya.org with the subject line "Application - Household Economic Strengthening Officer ", by 20th November 2026. Only shortlisted candidates will be contacted.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Association of Sisterhoods of Kenya (AOSK)Recruitment
Child Safe Project
Job Description: **Social Worker Officer**

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Position title	Social Worker Officer
Project	AOSK Child Safe Project
Department	Programming
Reports to	Project Manager
Duty station	Nairobi & Kajiado Counties with 70% regular field travel
Contract type	Fixed-term, project-based (renewable subject to performance and funding)
Number of positions	One (4)

About AOSK and the Project
The Association of Sisterhoods of Kenya (AOSK) is a membership association of Catholic women religious congregations serving communities across Kenya through health, education, social welfare, justice and peace, and leadership development. The AOSK Child Safe Project strengthens safeguarding systems within member congregations and the institutions and communities they serve, so that every child is protected from abuse, neglect, exploitation and violence.

Project Overview
ChildSAFE is a multi-country initiative supported by the U.S. Department of State Bureau of Global Health Security and Diplomacy that aims to measurably and durably improve the safety, development and well-being of vulnerable children and families. Working through national and local systems, ChildSAFE will support governments to strengthen protection of and care for vulnerable children, advance early childhood development and support families to stay safely together. ChildSAFE builds on existing public systems and prior U.S. government investments so that improvements can be sustained beyond the award period.

Working through national and local systems, ChildSAFE will support governments and partners **in three key areas:**

I. Stronger child protection systems. Governments and partners will strengthen policies and coordination, develop the skills of the social service workforce, improve case management and referral pathways, and use data to guide decisions.

II. Integrated early childhood development. Local systems will connect holistic development and family support for young children and caregivers, including services that promote responsive caregiving and strengthen families.

III. Safe family-based care. Partners will address the key drivers of child-family separation, deliver parenting and household economic strengthening services, support family reintegration, and expand safe family-based alternative care

Job Summary

As a member of the project team. The Social worker, childSAFE project will support the implementation of child protection and family strengthening interventions aimed at improving the safety, development, and we-being of vulnerable children and their families. The role will focus on identifying children at risk, providing services through case management, facilitating referrals, strengthening family and community capacity, preventing child-family separation, and promoting family-based care.

The Social Worker will collaborate with the State Department for Children Services, County Government Departments, Health and Education Service Providers, frontline workforce, Charitable Children's Institutions, Faith -based networks, Statutory Children's Institutions and other relevant stakeholders to ensure that children receive timely, appropriate, and coordinated protection services. He or She will be responsible for overseeing implementation of sub-county level plans through engagement different community stakeholders.

The Social Worker Officer provides professional social work and case management support within the project. The role ensures that children at risk and those who experience harm receive safe, timely, child-centred and confidential support, and strengthens the capacity of congregations, institutions and communities to prevent, identify and respond to child protection concerns.

Roles and Key Responsibilities

- Work directly with families, children, CCIs, SCIs, and relevant community structures to achieve project goal.
- Identify, assess, and support reintegrating or at risk of family separation of children experiencing abuse, neglect, exploitation, violence, and other forms of harm.
- Conduct home visits, family assessments, and individual interviews with children and caregivers using a child-centered and trauma-informed approach.
- Develop, implement, review case plans with the aim of achieving case plan goals
- Provide psychosocial support and basic counselling within the scope of professional competence.
- Monitor the progress of children and families to ensure timely follow-up of case plan goals aimed at achieving case plan benchmarks.
- Maintain accurate, confidential, and up-to-date case files and records.
- Monitor budget performance by tracking DIP to Budget
- Avail complete finance support documentation at the end of each activity as per minimum support documentation checklist.
- The social worker should be the liaison person responsible for day-to-day communication with Sub -County DCS, ECD officers in relation to childSAFE implementation of activities.
- Build and maintain trust with strategic partnerships and networks at community and Sub County level to promote cross learning and effective bi-directional referrals.

- Participate in meetings and capacity building opportunities with external stakeholders as assigned by the supervisor.
- Identify vulnerable children and families requiring early intervention and preventive support.
- Work with Child Protection Volunteers (CPVs), community leaders, caregivers, and local institutions to identify and report child protection concerns.
- Conduct community awareness sessions on child rights, child abuse prevention, positive parenting, safeguarding, and available protection services.
- Strengthen community-based child protection structures to support early identification, reporting, and response to cases.
- Promote community participation in protecting children and supporting vulnerable families.
- Establish and strengthen referral networks to ensure timely access to appropriate services for children and families, including referral follow-up, multidisciplinary case coordination, and mapping of available child protection and family-strengthening services.
- Strengthen child protection service delivery by building the capacity of frontline workers and community stakeholders through training, mentoring and technical support, promoting adherence to policies and standards, effective use of approved case management systems, and coordination with government and community-based partners.
- Maintain accurate, confidential, and secure case and project data; prepare timely reports; analyze information to identify service gaps and protection risks; and promote accountability to children, families, communities, and other project stakeholders.

Qualifications and Experience

- Diploma or bachelor's degree in social work, Social Development, Child Protection, Community Development, Sociology, or another relevant field.
- Registration or professional membership, where applicable under Kenyan requirements.
- Training in child protection, case management, safeguarding, psychosocial support, or family strengthening is an added advantage.
- Registration with the Social Workers Council of Kenya or a relevant professional body is an added advantage.

Experience

- At least 3 years' experience in social work, child protection, case management or psychosocial support, preferably with children and in a community or faith-based setting.
- Experience working with government child protection structures and referral systems.

Required Knowledge, Skills, and Abilities

- Knowledge of child rights, child protection principles, and safeguarding standards.
- Knowledgeable in case management, assessment, and referral skills.
- Good communication, listening, counselling, and interpersonal skills.
- Ability to work effectively with children, families, and diverse communities.
- Strong report writing, record keeping, and basic data management skills.
- Ability to facilitate community meetings, awareness sessions, and caregiver training.
- Sound judgment, problem-solving, and decision-making skills.
- Ability to handle sensitive information with confidentiality and professionalism.
- Ability to work independently and as part of a multidisciplinary team.
- Commitment to Respect, Equity, Diversity, and Inclusion.

NOTE: Ability to clearly communicate in written and spoken English and Kiswahili. Knowledge of the local language of the county is an added advantage.

Personal Attributes

- Compassion, patience and a non-judgmental attitude.
- High integrity, discretion and strict respect for confidentiality.
- Emotional resilience and a commitment to self-care.
- Commitment to the mission, values and ethos of AOSK.

Working Relationships

Internal: Project Manager/Coordinator, Monitoring and Evaluation Team, HES Officer, and other project staff.

External: State Department for Children Services, Sub-County Children's Officers, CCIs Social workers, health facilities, schools, police, legal aid providers, CPVs, CBOs, FBOs, caregivers, and community leaders.

Working Conditions

The position may require frequent field visits, household assessments, community engagement, stakeholder meetings, and travel within the assigned geographical area. The Social Worker must be able to respond appropriately to urgent child protection concerns and comply with organizational safety, safeguarding, and reporting procedures.

Safeguarding Commitment

The Project officer must demonstrate a strong commitment to protecting children from abuse, neglect, exploitation, and all forms of harm. The post holder is responsible for promoting a safe organizational culture, ensuring compliance with safeguarding policies, and ensuring that all Programme activities prioritize the safety, dignity, rights, and best interests of children.

AOSK is committed to the protection of children. All AOSK employees are subject to background checks, including police clearance, reference checks and a safeguarding declaration, and must sign the AOSK Child Safeguarding Policy and Code of Conduct.

Key Performance Indicators

- Percentage of reported cases assessed and acted on within agreed timelines.
- Percentage of cases with a documented case plan and follow-up.
- Number of institutions supported with safeguarding policies and focal persons.
- Number of staff, sisters, caregivers and community members trained or sensitised.
- Quality and completeness of case records and reports.
- Strength and currency of the referral network.

HOW TO APPLY

Send an application letter and a detailed CV with three professional referees to aosksec@aoskenya.org / aoskhr@aoskenya.org with the subject line "Application - Social Worker Officer ", by 20th November 2026. Only shortlisted candidates will be contacted.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Association of Sisterhoods of Kenya (AOSK) Recruitment
ChildSafe Project
Job Description: **Project Manager**

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Position title	Project Manager
Project	AOSK ChildSafe Project
Department	Programming
Reports to	AOSK Executive Secretary
Supervises	MEAL Officer, Accounts Officer, Social Worker Officer
Duty station	AOSK Secretariat, Nairobi, with field travel
Contract type	Fixed-term, project-based (renewable subject to performance and funding)
Number of positions	One (1)

About AOSK and the Project
The Association of Sisterhoods of Kenya (AOSK) is a membership association of Catholic women religious congregations serving communities across Kenya through health, education, social welfare, justice and peace, and leadership development. The AOSK Child Safe Project strengthens safeguarding systems within member congregations and the institutions and communities they serve, so that every child is protected from abuse, neglect, exploitation and violence.

Project Overview

ChildSAFE is a multi-country initiative supported by the U.S. Department of State Bureau of Global Health Security and Diplomacy that aims to measurably and durably improve the safety, development and well-being of vulnerable children and families. Working through national and local systems, ChildSAFE will support governments to strengthen protection of and care for vulnerable children, advance early childhood development and support families to stay safely together. ChildSAFE builds on existing public systems and prior U.S. government investments so that improvements can be sustained beyond the award period.

Working through national and local systems, ChildSAFE will support governments and partners in **three key areas:**

I. Stronger child protection systems. Governments and partners will strengthen policies and coordination, develop the skills of the social service workforce, improve case management and referral pathways, and use data to guide decisions.

II. Integrated early childhood development. Local systems will connect holistic development and family support for young children and caregivers, including services that promote responsive caregiving and strengthen families.

III. Safe family-based care. Partners will address the key drivers of child-family separation, deliver parenting and household economic strengthening services, support family reintegration, and expand safe family-based alternative care

Job Summary

The Project Coordinator provides overall leadership, planning, coordination and management of the Child Safe Project. The role ensures that project activities are delivered on time, within budget and to the required quality, in line with AOSK policies, donor requirements, the Children Act (2022) and Kenya's child protection framework.
Project Coordinator/Manager will provide technical leadership, coordination, and oversight of child protection and family strengthening interventions aimed at improving the safety, development, and well-being of vulnerable children and their families at the subnational level.

The position will coordinate the implementation of integrated child protection programmes, strengthen government and community-based child protection systems, case management and referral mechanisms, nurturing care and early childhood development, and prevention of unnecessary child-family separation and overreliance on residential care.

The Project Coordinator/Manager will work closely with the national and subnational State Department for Children Services, CRS childSAFE project team, county government departments, community-based organizations (CBOs), faith-based organizations (FBOs), frontline workforce, and other stakeholders to ensure quality, accountable, and sustainable child protection services.

Key Responsibilities

Project Planning and Management

- Develop, implement and review the project work plan, budget and procurement plan.
- Translate project objectives into clear quarterly and monthly activity schedules.
- Ensure timely, high-quality delivery of all project outputs and outcomes.
- Identify risks early and put mitigation measures in place.

Safeguarding and Child Protection

- Lead the roll-out of the AOSK Child Safeguarding Policy and related procedures across participating congregations and institutions.
- Oversee safeguarding training, awareness sessions and capacity-building for sisters, staff, volunteers and partners.
- Ensure safe reporting, referral and case-management mechanisms are established and functioning.

- Ensure all project staff and partners sign and comply with the Code of Conduct and safeguarding standards.

Team Leadership and Supervision
- Supervise, mentor and appraise the MEAL Officer, Accounts Officer and Social Worker Officer.
- Hold regular team meetings and promote a collaborative, child-centred and accountable work culture.
- Prepare job plans and support staff development.

Stakeholder and Partnership Management
- Build and maintain relationships with congregations, dioceses, schools, children's homes, government departments (including the Department of Children's Services), county child protection structures, NGOs and donors.
- Represent AOSK in relevant child protection forums, networks and coordination meetings.
- Coordinate community engagement and advocacy activities.

Financial and Compliance Oversight
- Work with the Accounts Officer to monitor budgets, approve expenditure within delegated authority and ensure sound financial controls.
- Ensure compliance with donor regulations, AOSK financial and HR policies, and national legal requirements.

Reporting and Learning
- Prepare and submit timely narrative reports (monthly, quarterly, annual) with the MEAL Officer.
- Ensure project data informs decision-making, learning and adaptive management.
- Document and share best practices, lessons learned and success stories.

Qualifications and Professional Experience

Education
- Bachelor's degree in Social Sciences, Social Work, Project Management, Development Studies, Education or a related field.
- A master’s degree in social work, Child Protection, Development Studies, or a related field is an added advantage.
- Training in child protection case management, safeguarding, family strengthening, psychosocial support, or programme management is an advantage.

Professional Experience
- At least 5 years' experience managing development or social programmes, including at least 2 years in child protection or safeguarding.
- Proven experience supervising teams and managing donor-funded projects.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

- Experience working with faith-based or community-based organisations is an added advantage.
- Experience working with government departments, county authorities, CBOs, FBOs, and community structures.
- Experience in programme planning, budgeting, monitoring, evaluation, and donor reporting.
- Experience in capacity building, staff mentoring, and partner coordination.
- Familiarity with digital case management systems and child protection information management tools is an advantage

Knowledge and Skills

- Strong understanding of child rights, child safeguarding and the Kenyan legal framework on children.
- Strong programme coordination, planning, leadership, supervision, coaching, team management, and organizational skills, with the ability to manage competing priorities in field-based environments.
- Strong project planning, budgeting and reporting skills.
- Excellent leadership, communication, facilitation and interpersonal skills.
- Proficiency in Microsoft Office; knowledge of project management tools is an added advantage.
- Ability to collaborate effectively with government, communities, and diverse stakeholders, with a strong commitment to children's rights, gender equality, disability inclusion, and non-discrimination.
- Ability to travel and work flexible hours when required.

Personal Attributes

- Integrity, empathy and respect for confidentiality.
- Commitment to the mission, values and ethos of AOSK.
- Sound judgement, resilience and the ability to handle sensitive matters.

Working Conditions

The role requires regular field visits, partner monitoring, stakeholder meetings, training sessions, and travel within assigned counties. The coordinator may need to support responses to urgent child protection concerns and must comply with organizational security, safeguarding, and risk management procedures.

Safeguarding Commitment

The Child Protection Coordinator/ manager must demonstrate a strong commitment to protecting children from abuse, neglect, exploitation, and all forms of harm. The post holder is responsible for promoting a safe organizational culture, ensuring compliance with safeguarding policies, and ensuring that all programme activities prioritize the safety, dignity, rights, and best interests of children.

AOSK is committed to the protection of children. All AOSK employees are subject to background checks, including police clearance, reference checks and a safeguarding declaration, and must sign the AOSK Child Safeguarding Policy and Code of Conduct.

Key Performance Indicators

- Percentage of planned project activities delivered on time and within budget.
- Number of congregations and institutions with functional child safeguarding systems.
- Number of people trained in child safeguarding.
- Timeliness and quality of donor and internal reports.
- Resolution rate of safeguarding concerns referred through project mechanisms.

HOW TO APPLY

Send an application letter and a detailed CV with three professional referees to aosksec@aoskenya.org / aoskhr@aoskenya.org with the subject line "Application - Project Manager ", by 20th November 2026. Only shortlisted candidates will be contacted.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Association of Sisterhoods of Kenya (AOSK)
ChildSafe Project
Job Description: Finance Officer

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Position title	Finance Officer
Project	AOSK Child Safe Project
Department	Programming
Reports to	Project Manager (technical); Finance Manager, AOSK (functional)
Duty station	AOSK Secretariat, Nairobi, with occasional field travel
Contract type	Fixed-term, project-based (renewable subject to performance and funding)
Number of Positions	One (1)

About AOSK and the Project
The Association of Sisterhoods of Kenya (AOSK) is a membership association of Catholic women religious congregations serving communities across Kenya through health, education, social welfare, justice and peace, and leadership development. The AOSK Child Safe Project strengthens safeguarding systems within member congregations and the institutions and communities they serve, so that every child is protected from abuse, neglect, exploitation and violence.

Project Overview
ChildSAFE is a multi-country initiative supported by the U.S. Department of State Bureau of Global Health Security and Diplomacy that aims to measurably and durably improve the safety, development and well-being of vulnerable children and families. Working through national and local systems, ChildSAFE will support governments to strengthen protection of and care for vulnerable children, advance early childhood development and support families to stay safely together. ChildSAFE builds on existing public systems and prior U.S. government investments so that improvements can be sustained beyond the award period.
Working through national and local systems, ChildSAFE will support governments and partners in **three key areas:**

I. Stronger child protection systems. Governments and partners will strengthen policies and coordination, develop the skills of the social service workforce, improve case management and referral pathways, and use data to guide decisions.
II. Integrated early childhood development. Local systems will connect holistic development and family support for young children and caregivers, including services that promote responsive caregiving and strengthen families.
III. Safe family-based care. Partners will address the key drivers of child-family

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

separation, deliver parenting and household economic strengthening services, support family reintegration, and expand safe family-based alternative care

Job Summary

The Finance Officer will manage the day-to-day financial operations of the ChildSAFE award. The officer will ensure that funds are used and accounted for in line with the approved budget, organizations' financial policies, AOSK/CRS requirements, and donor regulations. The role includes recording transactions, preparing timely and accurate financial reports and fund requests, monitoring budgets, and maintaining strong internal controls and documentation.

Key Responsibilities

Accounting and Bookkeeping

- Maintain complete, accurate and up-to-date books of account for the project in the accounting system.
- Process payment vouchers, verify supporting documents and ensure expenditure is properly coded to budget lines.
- Reconcile bank and cash accounts monthly and prepare petty cash reconciliations.
- Maintain an organised filing system for all financial documents, for audit and donor review.

Budget Monitoring and Financial Reporting

- Assist the Project Coordinator in preparing and revising project budgets.
- Track expenditure against budget and produce monthly budget-versus-actual reports with variance analysis.
- Prepare monthly, quarterly and annual financial reports in line with donor formats and deadlines.
- Prepare cash flow forecasts and fund requests.

Payments, Payroll and Statutory Compliance

- Prepare payments to staff, suppliers, consultants and partners following approved procedures.
- Support payroll preparation and ensure timely remittance of statutory deductions (PAYE, NSSF, SHIF, Housing Levy, NITA) and withholding taxes.
- Ensure compliance with Kenyan tax and labour laws and AOSK policies.

Procurement and Asset Management

- Support procurement processes, including quotations, tender documentation and supplier payment verification.
- Maintain the project's fixed assets register and conduct periodic asset verification.

Internal Controls, Audit and Risk

- Apply internal controls, segregation of duties and authorisation limits.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

- Support internal and external audits and follow up on audit recommendations.
- Report any financial irregularities, fraud or misuse of funds to the Project Coordinator and the Finance Manager immediately.

Partner and Grant Financial Support

- Support financial management of sub-grants or partner activities, including review of partner financial reports and expenditure documents.
- Provide basic financial management guidance to project staff and partners.

Qualifications and Experience

- Bachelor's degree in accounting, Finance, Commerce or related field.
- Professional qualifications such as CPA (K) or ACCA, or progress toward one.
- At least three years of relevant accounting experience, preferably with a non-governmental or faith-based organization.
- Experience managing donor-funded projects, preferably with US government funding, and knowledge of donor compliance requirements.
- Proficiency in accounting software (for example Sage, QuickBooks or similar) and advanced skills in Microsoft Excel.
- Good knowledge of Kenyan statutory requirements, including tax and payroll obligations.
- Experience with budgeting, budget monitoring, project finance reports preparation, reconciliations and audit support.

Knowledge and Skills

- Strong knowledge of accounting principles, IFRS (for SMEs/NPOs) and Kenyan tax and statutory requirements.
- Advanced Microsoft Excel skills.
- Strong attention to detail, numeracy and organisational skills.
- Ability to meet deadlines and work with minimal supervision.
- Strong integrity, accountability, and respect for confidentiality.
- Excellent organizational skills, attention to detail, accuracy, and the ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Good communication skills in English and Kiswahili, with the ability to explain financial matters to non-finance colleagues.
- Ability to work independently and as part of a team, and to build respectful working relationships with partners and government stakeholders.
- Commitment to equity, diversity and inclusion, including gender equality, and child safeguarding.

Personal Attributes

- High integrity, honesty and transparency in handling funds.
- Respect for confidentiality.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

- Commitment to the mission, values and ethos of AOSK.

Key Working Relationships

- **Internal:** Finance Manager, ChildSAFE project staff, MEAL Officer and member focal persons.
- **AOSK/CRS:** ChildSAFE finance and Programme team.
  - **External:** Banks, suppliers, auditors and other local implementing partners, State Department for Children Services, county government departments, social protection officers, community development officers, Private Service Providers, agricultural extension officers, vocational training institutions, financial service providers, CBOs, FBOs, savings/SILC groups, local businesses, caregivers, and community leaders.

Working Conditions

The position is primarily office-based and requires regular review of financial records, preparation of reports, budget monitoring, reconciliations, and coordination with internal teams and partners. The role may require occasional travel or field visits to support financial monitoring and verification of activities. The officer must comply with organizational financial policies, internal controls, confidentiality, safeguarding, and security procedures.

Safeguarding Commitment

The Finance Officer must demonstrate a strong commitment to protecting children from abuse, neglect, exploitation, and all forms of harm. The post holder is responsible for promoting a safe organizational culture, ensuring compliance with safeguarding policies, and ensuring that all Programme activities prioritize the safety, dignity, rights, and best interests of children.

AOSK is committed to the protection of children. All AOSK employees are subject to background checks, including police clearance, reference checks and a safeguarding declaration, and must sign the AOSK Child Safeguarding Policy and Code of Conduct.

Key Performance Indicators

- Timeliness and accuracy of monthly financial reports.
- Monthly bank and cash reconciliations completed on schedule.
- Budget utilisation rate and variance within agreed limits.
- Percentage of payments supported by complete and compliant documentation.
- Number of audit queries raised and cleared.
- Statutory remittances made on time.

HOW TO APPLY

Send an application letter and a detailed CV with three professional referees to aosksec@aoskenya.org / aoskhr@aoskenya.org with the subject line "Application – Finance Officer ", by 20th November 2026. Only shortlisted candidates will be contacted.

AOSK is recruiting in anticipation of an award- recruitment for all candidates is contingent upon successful award of the project

Association of Sisterhoods of Kenya (AOSK)Recruitment

ICT Internship Opportunity

About AOSK

The Association of Sisterhoods of Kenya (AOSK) is the umbrella association of Catholic women religious congregations in Kenya. AOSK supports its member congregations through leadership development, advocacy, capacity building, and programmes that promote human dignity, social justice, and sustainable development. AOSK is committed to professionalism, integrity, and the safeguarding of children and vulnerable adults.

Position Summary

AOSK invites applications from motivated and talented graduates to join the Secretariat as an **ICT Intern**. The intern will support the day-to-day management of the Association's ICT systems and infrastructure, provide user support to staff, and contribute to digital solutions that strengthen programme delivery, communication, and knowledge management.

Position	ICT Intern
Reports to	Designated ICT Supervisor
Duty station	AOSK Secretariat, Nairobi
Duration	[6] months
Number of positions	One (1)
Start date	January 2027

Key Responsibilities

1. Provide first-line technical support to staff on computers, printers, networks, email, and office software.
2. Install, configure, and maintain computers, software, antivirus, and system updates.
3. Assist in monitoring and maintaining the office network, internet connectivity, and Wi-Fi.
4. Support the administration of email accounts, cloud storage, and collaboration platforms (e.g. Microsoft 365 / Google Workspace).
5. Assist with regular data backups, data security, and recovery procedures in line with AOSK policies and the Data Protection Act, 2019.
6. Maintain an up-to-date inventory of ICT equipment, licences, and ICT service requests.
7. Support the maintenance and updating of the AOSK website and social media platforms.
8. Provide technical support for virtual meetings, webinars, workshops, and conferences.
9. Assist in developing and maintaining databases, dashboards, and digital tools for programmes, HR, and knowledge management.
10. Train and orient staff on the effective and secure use of ICT tools and promote ICT safety awareness.

11. Document ICT procedures, user guides, and incident reports.
12. Perform any other duties assigned by the supervisor.

Qualifications and Experience

- Diploma or Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field from a recognised institution (recent graduates preferred).
- Basic knowledge of computer hardware, networking, and troubleshooting.
- Working knowledge of Microsoft Office, Microsoft 365 or Google Workspace, and website content management systems (e.g. WordPress).
- Familiarity with databases, data protection, and cybersecurity basics.
- Prior attachment or volunteer experience in ICT support is an added advantage.

Key Competencies

- Strong problem-solving and analytical skills
- Good communication and customer-service orientation
- Integrity, confidentiality, and respect for AOSK's values and Catholic ethos
- Teamwork, initiative, and willingness to learn
- Attention to detail and ability to work with minimal supervision

What the Intern Will Gain

- Practical, hands-on experience in ICT management within a not-for-profit setting
- Mentorship and on-the-job training from experienced professionals
- Exposure to digital systems that support programmes, HR, and knowledge management

How to Apply

Send an application letter and a detailed CV with three professional referees to aosksec@aoskenya.org / aoskhr@aoskenya.org with the subject line "Application **"Application for ICT Internship"**- by 20th November 2026. Only shortlisted candidates will be contacted.

AOSK is an equal opportunity employer and is committed to safeguarding children and vulnerable adults.