



Call for Application

Head of Prevention

Awareness Against Human Trafficking (HAART), is a non-governmental organisation based in Nairobi and dedicated to fighting human trafficking in Eastern Africa. HAART works through a multi-disciplinary approach applying the UN Four P's Strategy to combat trafficking in persons: Prevention, Protection, Prosecution, Policy and Partnership. HAART is one of the key counter-trafficking organizations in Kenya addressing the issue of human trafficking by supporting the people most affected by it and also developing best practices in the movement.

HAART is currently recruiting for the position of a Project Officer – Prevention Department. The officer will be in charge of the prevention programme which targets grassroots communities to create safe communities for both the vulnerable community members and survivors of human trafficking. This is achieved through sensitisation forums for different community members including the children, adults, elderly, the youth, the first responders and potential migrants as we utilised the human rights based approach and victim centred and trauma informed approaches in all our sensitisation projects.

Job Information

Location: Nairobi

Contract Duration: 12 months

Position: Full-time

Working Hours: 45 hours in a week

Closing Date for Applications: 20th September 2021 East African time.

Salary: 50,000 Kes to 70,000 Kes per month (Gross)

He/she will be reporting to the Deputy Programme Manager

Key Duties & Responsibilities

Management and Administration:

- Ensure prevention projects are implemented in line with donor proposals and requirements.
- Develop training focus areas that will contribute to internal capacity building together with HR.
- Review and update program and project indicators together with the MEL department for effective and efficient reporting on project goals and measure progress and impact.
- Develop a community engagement plan for effective and impactful coordination with the community members, mobilizers, and facilitators in order to strengthen relations and also increase the network.
- Review and further improve the grassroots and online engagement with the aim to strengthen the impact and simplify the execution.
- Manage and coordinate the prevention budget under multiple grants, including making accurate projections and ensuring efficient spending in accordance with donor requirements
- Review and update user-friendly information on safe migration to potential migrants and victims of human trafficking.
- Ensure high quality service delivery to all our clients is in line with HAART's values and operating principles and all policies and procedures



- People management, proper planning and communication among the team to ensure high staff engagement, retention and departmental performance (including regular meetings and application of organisational HR tools e.g. check in, staff appraisals...)
- Keep the commitment to the value of care through planning, prioritization, and proactively addressing imbalanced workload. or like-minded organizations to be shared with the whole team.
- Ensure safety, health and wellbeing of clients and the staffs by utilizing available resources such as psychological support and security policy
- Ensure a defined scope and standard of data collection is being maintained in VCMS resulting in accurate and up-to-date records and implement VCMS as the major tool and source for data documentation and prevention activities
- Contribute to the attainment of sustainable funding streams for operations through robust strategic planning, budget development, and contributions to donor proposals
- Drive people development and learning culture through capacity building in collaboration with HR
- Strengthen cross departmental collaboration and overall teamwork, ensuring staff members are aware of project objectives and current work plans
- Drive internal engagement for organisational strategic objectives, mission and values

Coordination, Partnership & Representation:

- Engage with Deputy Program Manager to drive fundraising activities and contribute to proposal writing
- Vetting, building and maintaining a strong working relationship with government and non-government partners and represent and promote the HAARTs' mission, values, and work
- Ensure the vetting of all potential partners and that clear written agreements are in place
- Participate and contribute to programme management, proactively suggest initiatives and address opportunities for improvement and course correction.
- In collaboration with HAARTs Communication team, participate and contribute to content development for various communication activities and engagements

Essential criteria & qualification:

- University degree or diploma in social work, law, sociology, psychology, or a related field.
- Experience working with grassroots communities 3+ years
- Leadership experience in managing teams (ideally supervision of field officers) as well as budgets and funds.
- Strong belief in human rights and equality and commitment to demonstrate integrity in all aspects.
- Excellent interpersonal social skills, diplomacy, and persuasion skills
- Strong ability to work independently, including the ability to multitask, prioritize competing tasks, and manage time effectively
- Proven interpersonal and communication skills with a high standard of spoken and written English and Kiswahili.
- Experience in the field of counter trafficking in persons and advocacy is an added advantage.
- Experience working with an NGO is an added advantage.
- Digital skills, including the use of email and Microsoft Word and Excel
- Ability to work in a stressful setting and adapt quickly to changing environments
- Willingness to continually improve technical and analytical competencies
- Ability and willingness to embrace HAART values.



All our staff are expected to strive for excellence, collaborate and communicate while ensuring full commitment to integrity.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

At HAART we value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or any other status or characteristic protected under applicable law.

Application process:

Qualified candidates are invited to send one PDF of their cover letter, CV, contact information for 3 references and salary expectations to hr@haartkenya.org using “**Head of Prevention**” as the subject of your e-mail. Only complete applications will be reviewed and short-listed candidates contacted. Visit <https://haartkenya.org/job-openings/> for an updated version of the application.

No Fee Charged

HAART does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training).