

INVESTIGATION & ASSESSMENT OFFICER – NGO UNIT

JOB PROFILE:

The incumbent is required to investigate and assess suitable organizations to undertake the delivery of services of social programmes and projects in communities. The incumbent interviews NGOs to determine eligibility and recommends process improvements to established criteria.

DUTIES AND RESPONSIBILITIES:

- To interview NGOs to ascertain their goal, qualifications, ability, interest and other related factors and to determine their eligibility in accordance with undertaking the delivery of services in communities.
- To establish and maintain liaison with employers, community groups and other related bodies to determine requirements from NGOs.
- To collaborate with the relevant social service delivery agencies, NGOs and divisions to ensure the effective and efficient delivery of social services.
- To maintain a record of all NGO application information and make periodic investigations into their progress.
- To support the NGO Coordinator in monitoring and evaluating Service Level Agreements with Service Delivery Partners.
- To support by developing training and capacity building programmes for NGOs to serve the delivery mandate.
- Facilitate collaboration between line Ministries, NGOs and the private sector while involving the poor themselves.
- To inform the NGOs of new policies and procedures in service delivery and implications for the sector.
- To perform related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to network with NGOs, relevant Ministries and Community groups.
- Excellent communication skills.
- Ability to write quantitative and qualitative reports and give detailed analysis.
- Good research and analytical skills.

QUALIFICATIONS AND EXPERIENCE:

- First Degree in a relevant social science
- At least five (5) years' experience in an investigative/research and analysis role.
- Competent in Microsoft Office Suite especially Excel.