PEER MENTORS ASSOCIATION OF KENYA (PMAK)
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NATIONAL OFFICE BEARERS, ROLES AND RESPONSIBILITIES MANUAL

Part II — NATIONAL LEADERSHIP & OPERATIONS

NATIONAL DIRECTOR

PURPOSE OF THE OFFICE

- The National Director is the chief operations officer responsible for coordinating the implementation of PMAK's strategic plans, programmes, and policies across all departments and chapters.

STRATEGIC LEADERSHIP

- Coordinate implementation of PMAK's strategic plan.
- Supervise all departmental directors.
- Ensure organizational goals are achieved.
- Translate Executive Council decisions into action.
- Promote effective leadership across all departments.

PROGRAMME MANAGEMENT

- Coordinate all national programmes.
- Monitor implementation of projects.
- Ensure departments meet annual targets.
- Promote innovation in programme delivery.
- Oversee quality service delivery.

ADMINISTRATION

- Coordinate departmental work plans.
- Review departmental reports.
- Ensure timely implementation of activities.
- Coordinate national events.
- Monitor institutional performance.

COORDINATION

- Serve as the link between the Executive Office and departments.
- Promote teamwork among departments.
- Coordinate cross-functional projects.
- Facilitate interdepartmental communication.
- Ensure efficient resource utilization.

REPORTING

- Prepare quarterly operational reports.
- Submit reports to the President.
- Present implementation updates during NEC meetings.

AUTHORITY

- Supervise departmental directors.
-

Recommend policy improvements.

Assign operational responsibilities.

Coordinate organizational activities.

SUPERVISES

- Deputy National Director
- Departmental Directors

DEPUTY NATIONAL DIRECTOR

PURPOSE

- To assist the National Director in coordinating national operations and assume the Director's responsibilities in his or her absence.

RESPONSIBILITIES

- Assist in coordinating national operations.
- Monitor departmental performance.
- Support programme implementation.
- Coordinate field activities.
- Follow up departmental action plans.
- Prepare operational reports.
- Conduct departmental evaluations.
- Coordinate organizational meetings.
- Promote teamwork.
- Supervise assigned programmes.
- Mentor departmental leaders.
- Monitor policy implementation.
- Coordinate emergency operations.
- Ensure efficient communication.
- Perform duties delegated by the National Director.

HUMAN RESOURCE MANAGER

PURPOSE

- To develop and manage PMAK's human resource systems, ensuring that staff and volunteers are recruited, developed, motivated, and retained in accordance with organizational policies.

RECRUITMENT

- Develop recruitment procedures.
- Coordinate recruitment exercises.
- Prepare interview schedules.
- Maintain recruitment records.
- Promote equal opportunity.

STAFF DEVELOPMENT

- Coordinate staff orientation.
- Organize leadership training.
- Develop capacity-building programmes.
- Identify training needs.
- Promote continuous learning.

PERFORMANCE MANAGEMENT

- Develop appraisal systems.
- Monitor staff performance.
- Recommend promotions.
-

Handle disciplinary procedures.

Maintain performance records.

EMPLOYEE RELATIONS

- Promote staff welfare.
- Resolve workplace conflicts.
- Promote teamwork.
- Maintain employee records.
- Ensure compliance with labour laws.

ADMINISTRATION

- Develop HR policies.
- Maintain personnel files.
- Coordinate succession planning.
- Prepare HR reports.
- Advise leadership on HR matters.

DEPUTY HUMAN RESOURCE MANAGER

PURPOSE

- To support the Human Resource Manager in managing PMAK's human capital.

RESPONSIBILITIES

- Assist in recruitment.
- Coordinate induction programmes.
- Maintain personnel records.
- Monitor attendance.
- Organize training sessions.
- Support staff welfare initiatives.
- Conduct performance follow-ups.
- Prepare HR reports.
- Coordinate volunteer records.
- Support conflict resolution.
- Assist in policy implementation.
- Perform delegated HR duties.

AUDITOR GENERAL

PURPOSE

- To promote accountability, transparency, and sound financial and operational management through independent audits.

RESPONSIBILITIES

- Conduct financial audits.
- Audit departmental operations.
- Verify financial records.
- Evaluate internal controls.
- Detect fraud and misuse of resources.
- Recommend corrective measures.
- Prepare audit reports.
- Present audit findings.
- Monitor implementation of audit recommendations.
-

Promote financial accountability.

Ensure compliance with policies.

Advise leadership on risk management.

Maintain confidentiality.

Conduct special investigations where required.

Promote good governance.

ASSISTANT AUDITOR GENERAL

PURPOSE

- To assist the Auditor General in conducting financial and operational audits.

RESPONSIBILITIES

- Assist with audits.
- Collect audit evidence.
- Verify financial documents.
- Conduct departmental inspections.
- Prepare audit working papers.
- Draft audit reports.
- Monitor implementation of recommendations.
- Maintain audit records.
- Support risk assessments.
- Perform delegated audit assignments.

NATIONAL SECRETARY GENERAL

PURPOSE

- To serve as the chief administrative officer responsible for official records, communication, documentation, and governance support.

GOVERNANCE

- Prepare meeting agendas.
- Record minutes.
- Maintain organizational records.
- Keep the organizational seal where applicable.

COMMUNICATION

- Receive official correspondence.
- Prepare official letters.
- Communicate Executive decisions.
- Maintain communication registers.

ADMINISTRATION

- Coordinate meetings.
- Maintain membership records.
- Prepare annual reports.
- Maintain policy documents.
- Ensure proper filing systems.

REPORTING

- Submit administrative reports.
- Coordinate departmental reports.
- Maintain organizational archives.

ASSISTANT NATIONAL SECRETARY GENERAL

PURPOSE

- To support the National Secretary General in carrying out administrative and governance functions.

RESPONSIBILITIES

- Assist in recording minutes.
-

Maintain filing systems.

Coordinate official communication.

Prepare meeting documentation.

Manage organizational records.

Follow up implementation of resolutions.

Draft correspondence.

Maintain attendance records.

Support report writing.

Perform delegated administrative duties.

NATIONAL ORGANIZING SECRETARY

PURPOSE

- To coordinate organizational events, membership mobilization, logistics, and operational planning.

RESPONSIBILITIES

- Plan national events.
- Coordinate conferences.
- Mobilize members.
- Coordinate logistics.
- Develop activity schedules.
- Organize leadership meetings.
- Coordinate volunteers during events.
- Prepare event budgets.
- Supervise event committees.
- Coordinate registrations.
- Monitor event implementation.
- Evaluate organizational activities.
- Maintain event records.
- Promote participation.
- Prepare event reports.

ASSISTANT NATIONAL ORGANIZING SECRETARY

RESPONSIBILITIES

- Support event planning.
- Coordinate logistics.
- Mobilize participants.
- Prepare venues.
- Assist during conferences.
- Maintain event inventories.
- Coordinate transport arrangements.
- Support publicity activities.
- Prepare post-event reports.
- Perform delegated duties.

LEGAL ADVISOR

PURPOSE

- To provide legal guidance to PMAK and ensure that its activities comply with applicable laws, regulations, and governing documents.

RESPONSIBILITIES

- Advise on legal matters.
- Review contracts and agreements.
- Draft legal documents.
- Interpret the Constitution and policies.
- Represent PMAK in legal matters when authorized.
- Advise on compliance issues.
-

Support dispute resolution.

Protect organizational interests.

Review partnership agreements.

Guide disciplinary procedures.

Advise on governance matters.

Monitor legal risks.

Recommend legal reforms.

Conduct legal awareness sessions.

Maintain confidentiality.

NATIONAL VOLUNTEER COORDINATOR

PURPOSE

- To coordinate recruitment, engagement, support, and recognition of volunteers across PMAK programmes.

RESPONSIBILITIES

- Recruit volunteers.
- Maintain volunteer database.
- Coordinate volunteer deployment.
- Organize volunteer orientation.
- Monitor volunteer performance.
- Promote volunteer welfare.
- Recognize outstanding volunteers.
- Prepare volunteer reports.
- Coordinate volunteer training.
- Maintain communication with volunteers.
- Support departmental volunteer needs.
- Develop volunteer engagement strategies.
- Ensure volunteer compliance with PMAK policies.
- Promote volunteer retention.
- Build a strong volunteer culture.

NATIONAL REPRESENTATIVE OF PERSONS WITH DISABILITIES (PWDs)

PURPOSE

- To champion disability inclusion and ensure that PMAK programmes, policies, and activities are accessible and responsive to the needs of persons with disabilities.

RESPONSIBILITIES

- Advocate for disability inclusion.
- Represent the interests of members with disabilities.
- Advise leadership on inclusive policies.
- Promote accessible meetings and events.
- Identify barriers to participation.
- Coordinate disability awareness programmes.
- Build partnerships with disability organizations.
- Monitor implementation of inclusion policies.
- Support recruitment of members with disabilities.
- Promote equal opportunities.
- Prepare disability inclusion reports.
- Participate in policy development.
- Promote accessibility in communication and infrastructure.
- Encourage inclusive leadership.
- Perform any other duties assigned by the National Executive Council.

Part III — FINANCE, ICT & MEDIA, AND MENTORSHIP, GUIDANCE & COUNSELLING

FINANCE (Department overview)

NATIONAL TREASURER

PURPOSE OF THE OFFICE

- The National Treasurer is the chief custodian of PMAK's financial resources. The office is responsible for ensuring sound financial management, accountability, transparency, budgeting, and prudent utilization of organizational resources.

FINANCIAL MANAGEMENT

- Manage all organizational finances.
- Ensure proper receipt and disbursement of funds.
- Maintain accurate financial records.
- Safeguard PMAK financial assets.
- Monitor cash flow.

BUDGETING

- Prepare annual budgets.
- Coordinate departmental budget submissions.
- Present budget proposals to the Executive Council.
- Monitor budget implementation.
- Recommend budget revisions where necessary.

FINANCIAL REPORTING

- Prepare monthly financial reports.
- Prepare quarterly financial statements.
- Prepare annual financial reports.
- Present financial reports during meetings.
- Ensure timely submission of financial reports.

ACCOUNTABILITY

- Promote transparency in financial transactions.
- Ensure compliance with financial policies.
- Maintain proper accounting records.
- Facilitate internal and external audits.
- Advise leadership on financial matters.

RESOURCE MOBILIZATION

- Support fundraising activities.
- Monitor donor funds.
- Ensure funds are utilized according to approved budgets.
- Promote financial sustainability.

CHIEF ACCOUNTANT

PURPOSE

- To maintain accurate accounting records and support effective financial management.

RESPONSIBILITIES

- Record all financial transactions.
- Maintain accounting books.
- Prepare payment vouchers.
- Reconcile bank statements.
-

Prepare payroll where applicable.

Maintain receipt records.

Prepare financial summaries.

Support budgeting.

Maintain asset registers.

Verify expenditures.

Ensure compliance with accounting standards.

Prepare documents for audits.

Monitor departmental expenditures.

Advise the Treasurer on financial trends.

Perform any assigned accounting duties.

ICT & MEDIA (Department overview)

DIRECTOR ICT & MEDIA

PURPOSE

- To provide strategic leadership in information technology, digital communication, branding, media relations, and organizational visibility.

ICT LEADERSHIP

- Develop ICT policies.
- Oversee digital transformation.
- Manage organizational information systems.
- Promote cybersecurity.
- Coordinate ICT projects.

MEDIA MANAGEMENT

- Develop media strategies.
- Promote PMAK's public image.
- Coordinate media engagement.
- Supervise branding activities.
- Ensure consistent organizational messaging.

DIGITAL PLATFORMS

- Oversee website management.
- Coordinate social media platforms.
- Promote digital communication.
- Monitor online engagement.
- Ensure data security.

CAPACITY BUILDING

- Train members on ICT.
- Promote digital literacy.
- Support departmental technology needs.

STRATEGIC DEVELOPMENT

- Recommend new technologies.
- Promote innovation.
- Develop ICT work plans.
- Prepare departmental reports.

SUPERVISES

- Deputy Director ICT & Media
- ICT Coordinators

DEPUTY DIRECTOR ICT & MEDIA

RESPONSIBILITIES

- Assist the Director.
- Coordinate ICT operations.
- Supervise ICT projects.
- Support media activities.
- Monitor ICT infrastructure.
-

Coordinate digital communication.

Assist in website management.

Support branding.

Prepare departmental reports.

Coordinate online events.

Promote innovation.

Perform delegated duties.

ICT COORDINATOR I

PURPOSE

- To coordinate daily ICT support services and maintain PMAK's digital infrastructure.

RESPONSIBILITIES

- Provide technical support.
- Maintain computers and ICT equipment.
- Support online meetings.
- Manage organizational email systems.
- Maintain databases.
- Support website updates.
- Ensure data backup.
- Troubleshoot technical issues.
- Train members on ICT systems.
- Prepare ICT reports.

ICT COORDINATOR II

RESPONSIBILITIES

- Support ICT Coordinator I.
- Manage software installations.
- Monitor internet connectivity.
- Assist with digital security.
- Maintain inventory of ICT equipment.
- Support virtual events.
- Manage digital archives.
- Assist in system maintenance.
- Support members with technical issues.
- Perform delegated ICT duties.

MENTORSHIP, GUIDANCE & COUNSELLING (Department overview)

DIRECTOR – MENTORSHIP, GUIDANCE & COUNSELLING

PURPOSE

- To provide strategic leadership in mentorship, personal development, career guidance, psychosocial support, and counselling programmes.

STRATEGIC LEADERSHIP

- Develop departmental strategic plans.
- Promote mentorship programmes.
- Coordinate counselling services.
- Supervise departmental officers.
- Develop annual work plans.

PROGRAMME DEVELOPMENT

- Coordinate mentorship sessions.
- Develop life skills programmes.
- Promote youth empowerment.
- Organize career guidance forums.
-

Coordinate peer mentorship initiatives.

PARTNERSHIPS

- Build partnerships with schools and universities.
- Collaborate with counsellors.
- Engage mentors.
- Mobilize professional volunteers.

MONITORING

- Monitor programme effectiveness.
- Prepare departmental reports.
- Evaluate mentorship outcomes.
- Recommend programme improvements.

SUPERVISES

- Deputy Director
- Secretary
- Coordinator

DEPUTY DIRECTOR – MENTORSHIP, GUIDANCE & COUNSELLING

RESPONSIBILITIES

- Assist the Director.
- Coordinate departmental activities.
- Supervise programmes.
- Prepare departmental reports.
- Support mentorship initiatives.
- Coordinate volunteers.
- Organize training.
- Monitor project implementation.
- Represent the Director when delegated.
- Perform assigned duties.

SECRETARY – MENTORSHIP, GUIDANCE & COUNSELLING

PURPOSE

- To provide administrative and documentation support to the department.

RESPONSIBILITIES

- Prepare meeting agendas.
- Record departmental minutes.
- Maintain records.
- Draft correspondence.
- Keep attendance registers.
- File departmental documents.
- Prepare reports.
- Maintain departmental calendar.
- Coordinate communication.
- Follow up implementation of resolutions.
- Manage confidential records.
- Support programme documentation.

COORDINATOR – MENTORSHIP, GUIDANCE & COUNSELLING

PURPOSE

- To coordinate implementation of mentorship programmes at national and chapter levels.

RESPONSIBILITIES

- Coordinate mentorship activities.
- Mobilize participants.
- Liaise with county and university chapters.
- Monitor mentorship sessions.
- Support career guidance programmes.
- Organize counselling events.
- Collect programme data.
- Prepare activity reports.
- Coordinate volunteers.
- Promote member engagement.
- Support departmental planning.
- Perform delegated duties.

Part IV — COMMUNITY SERVICE, RECRUITMENT & TRAINING, AND MONITORING &

COMMUNITY SERVICE (Department overview)

DIRECTOR – COMMUNITY SERVICE DEPARTMENT

PURPOSE OF THE OFFICE

- The Director of Community Service provides strategic leadership in planning, coordinating, and overseeing community outreach initiatives that improve the well-being of individuals and communities while advancing PMAK's mission of service and social impact.

STRATEGIC LEADERSHIP

- Develop the departmental strategic plan.
- Lead the implementation of community service programmes.
- Align community projects with PMAK's mission and vision.
- Develop annual departmental work plans and budgets.
- Supervise departmental officers.

PROGRAMME DEVELOPMENT

- Initiate community development projects.
- Coordinate charity events and outreach programmes.
- Promote volunteer participation in community service.
- Identify community needs through assessments.
- Develop sustainable community partnerships.

PARTNERSHIPS AND COLLABORATION

- Build partnerships with NGOs, schools, churches, county governments, and community organizations.
- Coordinate collaborative service projects.
- Promote stakeholder engagement.

MONITORING AND REPORTING

- Monitor implementation of community projects.
-

Evaluate programme outcomes.

Prepare quarterly and annual reports.

Recommend improvements to community programmes.

FINANCIAL ACCOUNTABILITY

- Ensure prudent utilization of departmental resources.
- Monitor project budgets.
- Support fundraising initiatives for community projects.

SUPERVISES

- Deputy Director
- Secretary
- Coordinator

DEPUTY DIRECTOR – COMMUNITY SERVICE DEPARTMENT

PURPOSE

- To support the Director in coordinating and supervising community service programmes.

RESPONSIBILITIES

- Assist in departmental planning.
- Coordinate project implementation.
- Supervise community outreach activities.
- Monitor volunteer participation.
- Prepare programme reports.
- Coordinate project logistics.
- Represent the Director when delegated.
- Support fundraising efforts.
- Monitor project timelines.
- Promote teamwork within the department.
- Assist in stakeholder engagement.
- Perform any other duties assigned by the Director.

Director, Community Service (Department overview)

SECRETARY – COMMUNITY SERVICE DEPARTMENT

PURPOSE

- To provide administrative and documentation support for the department.

RESPONSIBILITIES

- Record departmental meeting minutes.
- Prepare meeting agendas.
- Draft official correspondence.
- Maintain departmental records.
- Keep attendance registers.
- File project documentation.
- Prepare activity reports.
- Maintain communication with stakeholders.
- Follow up on implementation of resolutions.
- Maintain confidential departmental information.
- Coordinate departmental schedules.
- Perform administrative duties assigned by the Director.

Director, Community Service (Department overview)

COORDINATOR – COMMUNITY SERVICE DEPARTMENT

PURPOSE

- To coordinate the implementation of community service activities at national, county, and institutional levels.

RESPONSIBILITIES

- Coordinate outreach programmes.
- Mobilize volunteers.
- Liaise with county and university chapters.
- Coordinate beneficiary registration.
- Collect programme data.
- Prepare activity reports.
- Monitor field activities.
- Support logistics during community events.
- Promote member participation.
- Assist in project planning.
- Ensure timely implementation of activities.
- Perform delegated duties.

Director, Community Service (Department overview)

RECRUITMENT & TRAINING (Department overview)

DIRECTOR – RECRUITMENT & TRAINING DEPARTMENT

PURPOSE OF THE OFFICE

- To provide strategic leadership in membership recruitment, leadership development, volunteer training, and capacity building for PMAK members.

RECRUITMENT

- Develop recruitment strategies.
- Coordinate national membership drives.
- Promote diversity and inclusion during recruitment.
- Establish recruitment targets.
- Evaluate recruitment outcomes.

TRAINING AND CAPACITY BUILDING

- Develop annual training programmes.
- Organize leadership development workshops.
- Coordinate orientation for new members.
- Promote continuous learning.
- Develop training manuals and learning resources.

LEADERSHIP DEVELOPMENT

- Identify emerging leaders.
- Mentor chapter leaders.
- Coordinate leadership succession planning.
- Promote professional development.

PARTNERSHIPS

- Build partnerships with training institutions.
- Engage facilitators and resource persons.
- Promote collaboration with universities and organizations.

MONITORING AND REPORTING

- Monitor recruitment and training activities.
- Prepare departmental reports.
- Evaluate programme effectiveness.

SUPERVISES

- Deputy Director
- Secretary
- Coordinator

DEPUTY DIRECTOR – RECRUITMENT & TRAINING DEPARTMENT

RESPONSIBILITIES

- Assist in recruitment planning.
- Coordinate training programmes.
- Support orientation of new members.
- Monitor recruitment targets.
- Prepare recruitment reports.
- Coordinate facilitators.
- Supervise training logistics.
- Monitor participant attendance.
- Support leadership development initiatives.
- Represent the Director when delegated.
- Perform other assigned duties.

Director, Recruitment & Training (Department overview)

SECRETARY – RECRUITMENT & TRAINING DEPARTMENT

RESPONSIBILITIES

- Record meeting minutes.
- Prepare departmental correspondence.
- Maintain recruitment records.
- Keep training attendance registers.
- File departmental documents.
- Prepare activity reports.
- Schedule meetings.
- Manage departmental communications.
- Follow up implementation of resolutions.
- Maintain confidential records.
- Support programme documentation.
- Perform administrative duties assigned by the Director.

Director, Recruitment & Training (Department overview)

COORDINATOR – RECRUITMENT & TRAINING DEPARTMENT

RESPONSIBILITIES

- Coordinate recruitment activities.
- Organize training venues.
- Register participants.
- Support facilitators during training.
- Collect programme data.
- Monitor training implementation.
- Prepare activity reports.
- Liaise with county chapters.
- Coordinate volunteer support.
- Promote member participation.
- Support departmental planning.
- Perform delegated duties.

Director, Recruitment & Training (Department overview)

MONITORING & EVALUATION (Department overview)

DIRECTOR – MONITORING & EVALUATION DEPARTMENT

PURPOSE OF THE OFFICE

- To establish and oversee systems for monitoring organizational performance, evaluating programmes, measuring impact, and supporting evidence-based decision-making.

MONITORING

- Develop monitoring frameworks.
- Establish organizational performance indicators.
- Monitor implementation of programmes.
- Track departmental performance.
- Ensure quality data collection.

EVALUATION

- Conduct programme evaluations.
- Assess project effectiveness.
- Measure organizational impact.
- Recommend programme improvements.
- Promote evidence-based planning.

DATA MANAGEMENT

- Develop data collection tools.
- Maintain organizational databases.
- Analyze programme data.
- Ensure data quality and integrity.
- Prepare statistical reports.

REPORTING

- Prepare monitoring reports.
- Present evaluation findings.
- Share recommendations with leadership.
-

Support strategic planning.

CAPACITY BUILDING

- Train departments on monitoring and evaluation.
- Promote a results-based management culture.

SUPERVISES

- Deputy Director
- Secretary
- Coordinator

DEPUTY DIRECTOR – MONITORING & EVALUATION DEPARTMENT

RESPONSIBILITIES

- Assist the Director in implementing monitoring systems.
- Coordinate data collection.
- Support programme evaluations.
- Prepare monitoring reports.
- Supervise field monitoring.
- Train departmental staff.
- Analyze performance data.
- Monitor project timelines.
- Represent the Director when delegated.
- Perform other assigned duties.

Director, Monitoring & Evaluation (Department overview)

SECRETARY – MONITORING & EVALUATION DEPARTMENT

RESPONSIBILITIES

- Record departmental meetings.
- Prepare agendas.
- Maintain monitoring records.
- Draft correspondence.
- Manage departmental documentation.
- Prepare activity reports.
- Schedule departmental meetings.
- Maintain confidential information.
- File evaluation reports.
- Support administrative functions.

Director, Monitoring & Evaluation (Department overview)

COORDINATOR – MONITORING & EVALUATION DEPARTMENT

RESPONSIBILITIES

- Coordinate field monitoring activities.
- Collect and verify programme data.
- Compile monitoring reports.
- Support evaluations.
- Maintain data records.
- Liaise with county and university chapters.
-

Monitor project implementation.

Support departmental planning.

Promote quality assurance in data collection.

Perform delegated duties.

Director, Monitoring & Evaluation (Department overview)

Part V — ENVIRONMENTAL CONSERVATION & STEWARDSHIP, QUALITY ASSURANCE,

ENVIRONMENTAL CONSERVATION & STEWARDSHIP (Department overview)

DIRECTOR – ENVIRONMENTAL CONSERVATION & STEWARDSHIP

PURPOSE OF THE OFFICE

- The Director provides strategic leadership in promoting environmental sustainability, climate action, conservation, and responsible stewardship of natural resources within PMAK and the communities it serves.

STRATEGIC LEADERSHIP

- Develop departmental strategic and annual work plans.
- Integrate environmental sustainability into PMAK programmes.
- Advise the Executive Council on environmental policies.
- Supervise departmental staff.

PROGRAMME DEVELOPMENT

- Coordinate tree-planting campaigns.
- Organize environmental awareness programmes.
- Promote waste management and recycling initiatives.
- Coordinate clean-up exercises.
- Encourage climate change education.

PARTNERSHIPS

- Build partnerships with environmental agencies, schools, NGOs, and county governments.
- Mobilize resources for environmental projects.
- Represent PMAK in environmental forums.

MONITORING AND REPORTING

- Monitor implementation of environmental projects.
- Prepare quarterly and annual reports.
- Evaluate project outcomes and recommend improvements.

SUPERVISES

- Deputy Director
- Secretary
- Coordinator

DEPUTY DIRECTOR – ENVIRONMENTAL CONSERVATION & STEWARDSHIP

RESPONSIBILITIES

- Assist the Director in programme implementation.
- Coordinate environmental campaigns.
- Monitor project implementation.
- Support partnership development.
- Supervise volunteers.
- Prepare progress reports.
- Coordinate logistics for environmental activities.
- Represent the Director when delegated.
-

Mentor volunteers.

Perform any other assigned duties.

SECRETARY – ENVIRONMENTAL CONSERVATION & STEWARDSHIP

RESPONSIBILITIES

- Record departmental meetings.
- Prepare agendas and minutes.
- Maintain project records.
- Draft correspondence.
- File environmental reports.
- Manage departmental communications.
- Maintain attendance records.
- Prepare activity reports.
- Follow up implementation of resolutions.
- Support departmental administration.

COORDINATOR – ENVIRONMENTAL CONSERVATION & STEWARDSHIP

RESPONSIBILITIES

- Coordinate field activities.
- Mobilize volunteers.
- Organize tree planting events.
- Coordinate environmental awareness campaigns.
- Collect programme data.
- Prepare activity reports.
- Liaise with county chapters.
- Monitor project implementation.
- Support logistics.
- Perform delegated duties.

QUALITY ASSURANCE, PARTNERSHIP & COLLABORATION (Department overview)

DIRECTOR – QUALITY ASSURANCE, PARTNERSHIP & COLLABORATION

PURPOSE OF THE OFFICE

- To ensure PMAK maintains high standards in programme delivery while developing strategic partnerships that support organizational growth and sustainability.

QUALITY ASSURANCE

- Develop quality assurance policies and standards.
- Monitor compliance with organizational policies.
- Review programme quality.
- Promote continuous improvement.

PARTNERSHIPS

- Identify strategic partners.
- Negotiate partnership agreements.
- Maintain relationships with stakeholders.
- Coordinate donor engagement.

COLLABORATION

- Promote collaboration among departments.
-

Strengthen relationships with universities, government agencies, NGOs, and the private sector.

Coordinate joint initiatives.

MONITORING

- Evaluate partnership effectiveness.
- Prepare partnership reports.
- Recommend improvements.

SUPERVISES

- Deputy Director
- Secretary

DEPUTY DIRECTOR – QUALITY ASSURANCE, PARTNERSHIP & COLLABORATION

RESPONSIBILITIES

- Assist the Director in implementing quality standards.
- Monitor organizational compliance.
- Coordinate partnership activities.
- Prepare quality reports.
- Support stakeholder engagement.
- Monitor programme performance.
- Represent the Director when delegated.
- Perform assigned duties.

SECRETARY – QUALITY ASSURANCE, PARTNERSHIP & COLLABORATION

RESPONSIBILITIES

- Prepare meeting agendas and minutes.
- Maintain partnership records.
- File agreements and memoranda.
- Draft official correspondence.
- Prepare reports.
- Maintain departmental documentation.
- Coordinate departmental communication.
- Support administrative functions.
- Follow up implementation of resolutions.
- Maintain confidentiality.

FAITH & MORAL GUIDANCE (Department overview)

DIRECTOR – FAITH & MORAL GUIDANCE

PURPOSE OF THE OFFICE

- To provide spiritual and moral leadership that promotes ethical conduct, integrity, character development, and respect for diversity of faith traditions within PMAK.

SPIRITUAL LEADERSHIP

- Develop faith-based programmes.
- Promote ethical leadership.
- Coordinate prayer and reflection sessions where appropriate.
- Encourage moral development.
- Promote integrity within PMAK.

PROGRAMME DEVELOPMENT
- Organize values-based leadership seminars.
- Coordinate mentorship on ethical decision-making.
- Promote peaceful coexistence and respect.
- Support members facing personal challenges.

PARTNERSHIPS
- Build partnerships with faith-based organizations.
- Invite resource persons for values and ethics programmes.

MONITORING
- Evaluate programme effectiveness.
- Prepare departmental reports.
- Promote organizational values.

SUPERVISES
- Deputy Director
- Secretary
- Coordinator

DEPUTY DIRECTOR – FAITH & MORAL GUIDANCE

RESPONSIBILITIES
- Assist the Director in implementing programmes.
- Coordinate faith and ethics activities.
- Support mentorship initiatives.
- Prepare reports.
- Coordinate volunteers.
- Represent the Director when delegated.
- Monitor programme implementation.
- Perform assigned duties.

SECRETARY – FAITH & MORAL GUIDANCE

RESPONSIBILITIES
- Record meeting minutes.
- Maintain departmental records.
- Draft correspondence.
- Prepare agendas.
- Coordinate departmental communication.
- File programme documentation.
- Prepare activity reports.
- Maintain attendance registers.
- Support administrative functions.
- Follow up action points.

COORDINATOR – FAITH & MORAL GUIDANCE

RESPONSIBILITIES
- Coordinate departmental activities.
- Mobilize participants.
-

Support programme implementation.

Coordinate outreach activities.

Collect programme data.

Prepare reports.

Liaise with county chapters.

Monitor field activities.

Support logistics.

Perform delegated duties.

MENTAL HEALTH (Department overview)

DIRECTOR – MENTAL HEALTH DEPARTMENT

PURPOSE OF THE OFFICE

- To provide strategic leadership in promoting mental wellness, psychosocial support, emotional resilience, and mental health awareness among PMAK members and the communities served.

RESPONSIBILITIES

- Develop departmental strategic and annual work plans.
- Lead mental health awareness campaigns.
- Coordinate psychosocial support programmes.
- Establish referral systems with qualified mental health professionals.
- Organize training on stress management, anxiety, depression, suicide prevention, resilience, and self-care.
- Develop policies that promote member well-being.
- Ensure confidentiality in handling sensitive cases.
- Build partnerships with mental health institutions and professionals.
- Supervise departmental officers.
- Prepare quarterly and annual reports.
- Advise PMAK leadership on member well-being.
- Coordinate crisis response where appropriate.

SUPERVISES

- Deputy Director
- Secretary General
- Coordinator

DEPUTY DIRECTOR – MENTAL HEALTH DEPARTMENT

RESPONSIBILITIES

- Assist the Director in implementing departmental programmes.
- Coordinate mental health awareness activities.
- Supervise programme implementation.
- Prepare progress reports.
- Coordinate volunteers.
- Represent the Director when delegated.
- Monitor departmental performance.
- Support partnerships.
- Assist in crisis response planning.
- Perform assigned duties.

SECRETARY GENERAL – MENTAL HEALTH DEPARTMENT

RESPONSIBILITIES

- Prepare meeting agendas.
- Record minutes.
- Maintain confidential departmental records.
- Draft official correspondence.
- Coordinate departmental communication.
-

Maintain programme documentation.

Prepare reports.

Schedule meetings.

Follow up implementation of resolutions.

Support departmental administration.

COORDINATOR – MENTAL HEALTH DEPARTMENT

RESPONSIBILITIES

- Coordinate awareness campaigns.
- Mobilize participants.
- Organize workshops and seminars.
- Liaise with county and university chapters.
- Collect programme data.
- Prepare activity reports.
- Coordinate volunteers.
- Support mental wellness activities.
- Monitor programme implementation.
- Perform delegated duties.

General Staff / Administration

Volunteers

Interns

Attachés