



Girls' Program Manager Job Description (Only available to Samburu female residents)

Asante Africa Foundation – Kenya (AAF-KE) is a non-profit organization working in arid and semi-arid counties of Kenya. *Our mission is to educate and empower the next generation of change agents whose dreams and actions transform the future for Africa and the world.* Asante Africa Foundation believes in the power of knowledge as a catalyst to help young people create a future where they can live their potential.

Our work addresses the root causes of why children are not in school and paves the way for success in the classroom and beyond. Our programs are built upon three key pillars: create Access to Education, enhance Learning in the Classroom, and prepare youth for Life Beyond the Classroom.

Job Title	Girls Program Manager
Position Reports to	Kenya Program Manager
Position Supervises	Interns/ CBOS/ Project Assistant
Remuneration	Ksh50,000
Job Location	Maralal, Samburu County

Purpose of the Job

To ensure that all programs targets of the Girls Advancement Program are achieved across the integrated 3-pillar program (health, financial and social assets), are of excellent technical quality and contributes significantly to AAF's strategic objectives, national/global learning and advocacy.

Duties and Responsibility

- a) Provide strategic guidance and technical support, supervision and leadership to ensuring quality control of all program deliverables including overall achievement of program objectives and targets.
- b) Oversee preparation of annual detailed implementation plans, monitoring performance against work plan deadlines and all project reporting requirements.
- c) Provide oversight of all financial management of the project including budget planning, expenditure, reporting and ensuring effective use of financial and human resources in accordance with all AAF's financial procedures and protocols.
- d) Provide technical guidance to ensure that all program goals are met through delivery of integrated project activities across the 3-program pillars (health, financial and social) that meet the program goals targeting girls aged 10 -17 years of age.
- e) Maintain effective and regular communication with other implementing and research partners, working closely and supporting partners in the efficient delivery of all operational research activities including design, roll-out and collection of on-going project monitoring data.
- f) Travel frequently to implementation sites to liaise with field staff/CBOs across, community leaders, local governments and beneficiaries to ensure continued participation and support for the project.



- g) Be fully aware of national policies, strategies and other initiatives and developments by the Government of Kenya and other stakeholders relating to gender and gender equality, especially with respect to young/adolescent girls, and critical intersections with the project's 3-pillars i.e. health/SRH, financial and social assets.
- h) Ensure active dissemination of program activities, results and lessons learned through the production of quality technical project documents and their effective dissemination to key stakeholders.
- i) Work with the M&E team to develop a project M&E framework participating in the design of baseline, mid-term and end of project evaluations, as required.
- j) Collect qualitative and quantitative data concerning the outcomes and impact of Girls Programs and entering the same data for analysis.
- k) Coordinate Girls' program related events such as Training of Trainers workshops, mothers-daughters meetings, community meetings etc.
- l) Collaborate in development and adaptation of training materials for workshop content for CBO coordinators, program mentors and adolescent girl/boys participants.
- m) Participation in working groups and technical meetings relevant to the program goals to ensure adequate field visibility through attendance at technical meetings at county and ward level.

Job Specifications

The job holder must possess:

- Bachelor's degree in social sciences or Gender studies;
- At least 5 years' experience in adolescent girls programming;
- Must speak and write proficiently in English, Swahili, and Samburu mother tongue
- Demonstrative project management and financial management experience of at least Ksh10M /year;
- Kenya residence in the northern arid lands of Kenya, with a specific understanding of issues related to rural communities, challenges for youth and particularly for girls;
- Proven representation and advocacy skills;
- Experience writing donor funding proposals for large institutional grants in excess of Ksh5M;
- Demonstrated Strong report writing skills and ability to compile narrative sections for proposals and donor reports;
- Desirable is working knowledge of database management systems like salesforce.com and excel systems.

Interested candidates should send their CV, cover letter and contacts of three referees (as a single PDF file) to humanresources@asanteafrica.org before 30th January 2020. All applications must be clearly marked: **Girls' Program Manager - Samburu. Only PDF applications will be accepted.**