



Job Description for Kenya Country Program Manager - 2020

Position : Kenya Country Programme Manager

Kenya Location : Nairobi with frequent travel within Kenya and within East Africa Region

Reports to: Global CEO with indirect reporting to the Kenya Board of Directors as Secretary

Responsible for: Country Programme Staff (5-6 directs and ~ 16 team members in full / programme, HR, finance, and field staff)

This positional is physically regionally based in **Nairobi, Kenya.**

BACKGROUND

Asante Africa Foundation is recognized for delivering educated resilient East African youth who can confidently address life's challenges, thrive in the global economy, and catalyze positive change. Our youth enter into the community capable of managing obstacles and opportunities as they arise. We tackle complex system level challenges that girls, boys, and particularly under represented and rural youth face.

Asante Africa is a Multi Country Organization and frequent engagement is required between Tanzania, Uganda, USA, and Kenya. Our team is comprised of local implementation teams and a globally guided Boards (KE, TZ, UG, USA) . This is an exciting time to join the Asante Africa Foundation organization. We are growing within each country and across the East Africa region and we are actively developing the 2025 Roadmap over the remainder of 2020.

JOB DESCRIPTION:

The Asante Africa Foundation KENYA COUNTRY PROGRAM MANAGER will promote, coordinate, and strategically represent all current and future programs with the support and supervision of the Global CEO and the Kenya Governance BOD. We seek a adaptable "start-up" type of leader who is strategic in nature yet has the ability to coach and mentor staff to continue to develop lean, efficient and effective structures, organizational design, and processes for existing programs, new growth initiatives, and geographic new growth areas.

Field work in deeply rural and remote areas is frequent and travel with overnight stays is required routinely. As the Kenya program grows, the Program Manager must have the ability to



scale up the team and the organization to accommodate expansion. This would be completed in partnership with the Global Board of Directors-approved 2025 growth plan.

The PM is required to lead, promote, develop and monitor the effectiveness of Kenya Office in line with policies and strategies set by the Board of Directors. Commitment and ability to foster and support capacity building in own staff and of national partners, including experience of managing teams across different sites.

External Liasion: The job requires to logistically support the communities, schools and students with whom we partner (e.g. the PM must be recognized as a part of the community, readily available in case of emergencies, sought out for critical discussions by educational leadership, able to be on project sites to monitor, available to liaise with staff and schools in support of staff, etc.).

To work with sister organizations in Uganda and Tanzania, with the HQ office (globally) to foster coordination, good practice and service to the whole Eastern Africa region . This role frequently collaborates with the Asante Africa Foundation – Tanzania Program Manager, based in Arusha, to standardize procedures, brainstorm new ideas, partner on new initiatives and with the Asante Africa Foundation – Uganda Program Manager, based in Kampala, as a mentoring partner.

To develop new partnerships and programmes with donors, government and other development actors. This person must have the ability to develop key relationships conveying comparable respect with every level; grantees, local community leaders, village communities, Sub County Education Officers, youth and their parents.

To develop and strengthen the organisational and financial capacity of Kenyan Office and to enable the growth of its Resources : In partnership with the East Africa regional resource development team, develop, implement and monitor a country specific resource mobilization and fundraising strategy. Lead in fundraising efforts for the country and ensure targeted fundraising from institutional, private and corporate donors within Kenya and globally. In liaison with Regional Grants and Fundraising Team, identify fundraising opportunities and guide in the development of quality proposals to build and diversify the country's resource base. Keep abreast with trends within the region and Kenya specific to guide fundraising initiatives and donor profiling. Meet and establish relations with existing and potential donors to build strong fundraising networks

Represent Asante Africa at local, national and international levels: Country Program Manager frequently represents the organization at philanthropy meetings, strategy sessions, and conferences in Nairobi, and East Africa

REQUIRED QUALIFICATIONS:

A country manager should have good diplomatic and interpersonal skills. S/he should have good communication skills, written and oral and should be able to coordinate teams and be a self-starter. S/he should have good leadership and administration skills and relevant experience in the field she wants to work in. The country manager should network and maintain a good working relationship with other stakeholders in the industry and in the country. S/he should have good judgment and decision-making skills.

- **Demonstrated passion for Asante Africa Foundation’s mission** – www.asanteafrica.org - along with the culture and core values of the organization is essential. High level of personal integrity and trustworthiness.
- **Kenyan Citizenship and Residency.** (Not open to Expats) Fluent in spoken and written Kiswahili and English. Strong expertise with arid, nomadic, pastoralist communities coming from rural and remote communities.
- **Bachelors or Master’s Degree in relevant fields of Business Management, Educational Fields, and or Entrepreneurial Organizations.** Comfortable working with different generations and working styles. Experience effectively managing and mentoring part-time staff or interns; remotely and locally based.
- **At least 5-7 years’ experience in managing a country office** (or larger teams) in a national or international INGO in diverse culture and socio-economic context
- **Proven track record of achieving results in external community engagement, fundraising, donor relations and securing new funding partnerships..**
- **Excellent verbal and written communication skills are essential.** Essential in supporting grant proposals, program design, and growth strategy.
- **Politically savvy, strong influencing skills, diplomatic and effective.** This person must have an ability to interact successfully with Sub-County, County, and National Level stakeholders.
- **Educational experience in teaching, curriculum development, or in a role requiring close work with the education sector.** Strong working knowledge of the educational and youth livelihood national programs to be reputable.
- **Strong project planning, KPI tracking, donor reporting and finance management skills.** A critical part of organization is the checks and balances and internal controls. As the Program manager it is expected you will be engaged in finances, work plans, donor commitments. Working with the country Finance Manager in the annual statutory audit and other donor compliance project audits for the country Programme
- **Strong computer and analysis skills.** Most documentation and data is collected and managed via cloud based computing – dropbox | saleforce.com | google platform | SPSS . This role requires frequent engagement in Program metrics, qualitative and quantitative results. Regular consultation, collaboration on special projects (SalesForce.com implementation) and reporting with in-country partners, Kenyan Board Members, and USA-based team to support critical decision making and process improvements (strategy and tactics).

EXTENT OF AUTHORITY

The post holder is authorised to make decisions within the framework of the agreed annual plan and budget and approved project proposals. The post holder is expected to operate within all Asante Africa International and National policies and procedures.



DESIRED QUALIFICATIONS:

- Prior work experience scaling an organization from a small start up to a moderately sized organization (company | nongovernmental organization (NGO) | community-based organization (CBO)).
- Experience in small business development/entrepreneurship in Kenya. Awareness of growth opportunities for youth and national initiatives desirable. Deep awareness of Educational Initiatives desirable.
- Ability to undertake necessary travel in country

To Apply:

Please send to humanresources@asanteafrica.org with Kenya CPM Position as the Subject Line. **Please indicate who sent you this opportunity (since it is a private search). You need a referee to submit.**

Please attach your CV, Expression of Interest (EOI) indicating how you are a good fit for the role, 3 references, and how you were alerted to this opportunity.