Job Description
Deputy Program Manager

The People’s Action for Learning Network (PAL Network) is currently seeking a competent Deputy Program Manager for the Secretariat office headquartered in Nairobi, Kenya. The Deputy Program Manager will work closely with the Program Manager to ensure the smooth functioning of the PAL Network across all strategic program areas. The Deputy Program Manager is required to demonstrate substantial experience in the field of Statistics and Quantitative Data Analysis, having worked closely with citizen-led assessment data for a number of years. The Deputy Program Manager will lead on all data and research projects, oversee learning support and adherence to agreed standards whilst providing vital support to the Data and Design Working Group.

Responsibilities

DATA QUALITY (35%)
- Work with member organisations to ensure data quality is of a high standard
  - Establish, in consultation with members, a Data Quality Standards Framework
  - Support members in achieving data quality compliance
  - Ensure internal and external data quality review mechanisms support data quality compliance
- Work with member organisations to develop common metrics
- Encourage and enable member organisations to publish their datasets online with associated technical notes and codebooks
- Manage the data portal on the PAL Website

RESEARCH (20%)
- Supervise, and contribute to, a process for generating new research ideas from mining existing data
- Oversee supervision of, and contribute to, the PAL Fellows Research Program
- Promote and develop external relations with institutions and researchers willing and able to use PAL data sets in research
- Encourage and respond to data requests from PAL members wishing to undertake cross-country research
- Prepare articles for publishing and present research in international fora
- Initiate and maintain relationships with other entities generating learning assessment data, and encourage comparative studies
- Maintain a repository of external publications using PAL data

**WORKING GROUP SUPPORT (20%)**
- Support the effective functioning of the members’ Data and Design Working Group
  - Support the Working Group Chair in leading the Working Group in a way that encourages active participation by members
  - Organise and take minutes of Working Group meetings, face-to-face and online
  - Regularly monitor progress towards achievement of Working Group Annual Work Plan, and support Chair and members in ensuring actions are taken to achieve it
  - Undertake work on behalf of Working Group as delegated
  - Support the Working Group Chair in understanding and taking decisions about use of any Working Group budget that may have been allocated, liaising with other Secretariat team members to ensure PAL financial management requirements are fulfilled
  - Work with other Secretariat team members to ensure appropriate interaction and synergy between Working Groups

**STAFF MANAGEMENT (15%)**
- Line manage Program Officer Learning & Monitoring and Program Officer Research Partnerships
  - Set probation objectives, and review in end-of-probation appraisal
  - Conduct annual appraisal, reviewing and setting annual objectives
  - Co-create, with the staff member, an annual work plan
  - Review progress on annual work plan on a monthly basis
  - Support identification of learning objectives and means of achieving them
  - Ensure compliance with office standards and procedures
  - Ensure Job Descriptions are maintained and up to date

**OTHER (10%)**
- Attend, and fully participate in, network and staff meetings and retreats as required
- Write monthly and annual activity reports, and use these as the basis for monthly and annual engagements with the line manager
- Deputise for Program Manager as required
- Such other duties as may be required from time to time

**Person Specification**
Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T) and References (R), as indicated below:

**Qualifications and Experience**
- Masters degree in statistics, computer science or other related field (A)
- Substantial experience of working with Citizen Led Assessment data (A,I,R)
- Experience of cross-cultural working an advantage (I,R)
- Management experience preferred but not essential (A,I,R)

**Skills and Competencies**
- Excellent interpersonal skills, the ability to communicate clearly and effectively and to build relationships at all levels, taking into account cultural and language differences (I,R)
- Demonstrated high level of conceptual and analytical thinking skills and excellent program development skills (I,T)
- Excellent time management skills and resourcefulness with strong attention to detail (I,R)
- Full professional competency in English; additional competency in French or Spanish an advantage (I,R)

**Terms and Conditions**
- This post is offered as a 2-year contract starting January 9th 2017. The contract may be renewable provided funding is secured for the post and satisfactory progress is made.
- The standard working week is 40 hours per week. However, the demands of the job are likely to be such that a willingness to work longer hours as sometimes required is necessary.

**Application Procedure**
To apply for this position, please send the following documents to info@palnetwork.org copying hmwilson@palnetwork.org by the close of business on Friday November 18th 2016:

1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)

Applications should be a **maximum of 3 pages** in length, as specified in the instructions above.