JOB DESCRIPTION

PROGRAM MANAGER

JOB TITLE: Program Manager
FT / PT: Full-time, 40 hours per week
LOCATION: Nairobi Office
REPORTS TO: Chief Executive Officer
SUPERVISES: Senior Program Officers and Program Officers

The People’s Action for Learning (PAL) Network is currently seeking services of a Program Manager (PM). The PM will offer leadership to guide the overall implementation of the program ensuring it builds and strengthens the network. Specifically, the PM will manage the PAL Network staff members and review their progress; develop annual plans and budgets as guided by the strategy and be accountable for its expenditure. The PM will contribute to development of the Network Strategy and funding proposals and ensure that quarterly, half year and annual narrative reports are prepared on time.

RESPONSIBILITIES

PROGRAM MANAGEMENT (30%)
- Co-create and facilitate processes that enable clearer understanding of program components for more effective delivery
- Support PAL staff members to develop understanding, expertise and confidence to execute their designated program areas
- Plan and manage team meetings to strategize and implement the program
- Manage the PAL team, hold regular one to one meetings to discuss individual progress and identify capacity gaps and possible solutions
- Undertake annual appraisal of the PAL team that report to you
- Scrutinize the monthly and quarterly program expenditure produced by finance, ensuring accuracy of budget lines and codes
- Provide quarterly projections to allow better planning and ensure consistent cash flow
- Cross check the program narrative and financial reports to donors and ensure coherence

GROWING THE PAL PILLARS: ASSESSMENT, ACTION, ADVOCACY AND RESEARCH (20%)
- Support conceptual expansion of the 3 ‘A’ (assessment, action and advocacy) in readiness for implementation from 2020
- Oversee the development of the PAL Discussion series featuring CLA data and development of popular versions of papers and publications
- Lead university linkages and other partnerships

STRATEGY, PLANNING AND MONITORING (10%)
- Contribute to the development of the PAL strategy and facilitate team engagement in overall planning process
- Develop annual plans and budgets in line with the PAL strategy and within projected income
- Lead the team in developing annual and individual plans as guided by the strategy, and make half year reviews
- Contribute to development of PAL monitoring plans; support the team to monitor program implementation as per listed indicators
REGIONAL HUBS AND WORKING GROUPS (10%)
• Support effective functioning of regional hubs
• Support the effective functioning of the Communication working group as well as other ad hoc groups mooted from time to time

FUNDRAISING (20%)
• Support effective communication to funders by ensuring that regular and appropriate information is prepared; and quarterly and annual narrative reports are presented
• Contribute to development of funding proposals
• Grow the fundraising unit of the organization

OTHER (10%)
• Attend, and fully participate in, network and staff meetings and retreats as required
• Write bimonthly and annual progress reports, and use these as the basis for monthly and annual engagements with the line supervisor
• Perform 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
• Master’s degree in education, social sciences or other related field (A)
• Substantial experience and knowledge of the Citizen Led Assessment approach (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 July, 2019. 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 jobs@palnetwork.org by the close of business on Wednesday 12th June, 2019
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. In addition, please share a brief piece you have individually authored, or share your media links. Only shortlisted candidates will be contacted.