



**The African Women's
Development and
Communication Network**

Vacancy Announcement

Position: Programme Manager

Deadline: 8th January, 2016

The African Women's Development and Communication Network (FEMNET) is looking for a suitable candidate to fill the position of **Programme Manager**. This position offers possibility of gaining experience working for a lead African Feminist organisation in a very stimulating, multicultural and dynamic environment. The position will involve considerable travel within Africa and other parts of the world. This position reports to the Executive Director and manages the programme staff.

1. Purpose of the Position

The Programme Manager (PM) is responsible for ensuring the coordination of the programmes and projects of FEMNET and ensuring that the staff members take advantage of the synergies that enhance the effectiveness of the Network's Programmes. The Programme Manager will contribute to the conceptualisation of the initiatives and projects to be undertaken under the three main Strategic Priority Areas – Communication, Capacity Building and Advocacy. The PM will be responsible for working closely with the Programmes team to develop the annual work plan for the Network and oversee its implementation according to FEMNET's contractual obligations and internal policies. She will ensure that all reporting is done in a timely manner meeting the set standards of the Network. The position holder is also responsible to consult with the Executive Director on matters of staff and Executive Board development and ensure the implementation of the agreed plans and monitor progress. The Programme Manager will work closely with the Executive Director and Finance Manager to ensure that FEMNET has the resources required to meet the institutional and Programmes' related obligations. The position holder will report to the Executive Director.

2. Responsibilities of the Position

- Provide strategic oversight, technical and program management to ensure programs delivery, high quality outputs, with accuracy and consistency.
- Provide management advisory role on all aspects of program support, including leading the core program team
- Lead and Coordinate resource mobilisation through development of programme/project proposals, identifying and building mutually beneficial relationships with potential partners and ensure that Grant agreements are adhered to accordingly.
- Ensure effective and efficient financial and resource management of all programs.

- Develop a clear plan and strategy for program management to ensure effective implementation.
- In collaboration with the Finance Manager, monitor program budgets and prepare budget modifications when necessary.
- Lead and manage program trends analysis for continuous improvement and growth.
- Assess level of risks associated with program implementation and suggest mitigation strategies.
- Manage staff development through performance based management and leadership.
- Work with the Executive Director and Programs Staff to develop periodic Strategic plan and its operational annual work plan.
- Lead Monitoring, Evaluation and Learning by ensure that all Program staff members prepare their quarterly and half year reports in line with the M& E framework of the organisation and then prepare a combined half and annual narrative reports for internal learning and sharing with different stakeholders including the Board and Members.
- Ensure the timely preparation of narrative and financial reports for on-going programmes/projects according to FEMNET's contractual obligations in collaboration with the staff members responsible for on-going programmes/projects and the Finance Administrator;
- Support the development and maintenance of strategic relationship with key stakeholders in the women's movement in Africa and globally, CSOs, UN Agencies, African Union Institutions and Organs, Governments and progressive Private Sectors.
- Be a member of the Management team
- Support the Executive Director in duties relating to the Board including preparing and Organizing the Board meetings
- Deputise and represent the Executive Director in her absence or as may be required.
- Represent FEMNET in different fora as may be agreed upon with the Executive Director

3. Qualifications, Skills and Experience for the Position

Education Qualifications

A Master's Degree in relevant Social Science or Development Studies field.

Experience

- In-depth understanding and experiencing working on gender equality/women's human rights and women and girls empowerment
- Experience working at the African regional level and international levels including working with African Union Institutions/Organs and UN Bodies.
- Experience of at least 5 years in senior management positions
- Demonstrated expertise and experience in successful resource mobilisation.

- Demonstrated training and/or experience in programme/project management, including programme/project conceptualisation, development, resource mobilisation, implementation, monitoring and evaluation;
- Proven experience in managing and leading staff and team building.
- Feminist with contextual knowledge of the women's rights situation on the continent and commitment to adhering to feminist principles and values which inform FEMNET's core values.
- Demonstrated ability to work well independently and as part of different teams

Key Skills

- Fluency in written and spoken **English and French**
- Excellent inter-personal skills
- Public speaking and negotiation skills
- Developing others and building effective teams
- Management and leadership
- Analytical and strategic thinking

4. Remuneration

This position is a regional position and compensation is competitive with attractive benefits depending on the qualifications and experience of the candidate and the FEMNET's salary structure.

5. Application

Send your application letter and Curriculum vitae of not more than 5 pages to recruitment@femnet.or.ke by the **8th January, 2016** including three names of your professional referees and their contacts. Please note that only short listed candidates will be contacted.