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| **Job Title:** | Head of Programmes (HoP) |
| **Organisation:** | Self Help Africa Kenya |
| **Department:** | Country Management Team |
| **Location:** | Nairobi |
| **Reports to:** | Country Director - Kenya |
| **Introduction** | Self Help Africa (SHA) is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. We have 50 years of experience working with smallholder farmers, farmer associations, cooperatives and agribusinesses across Africa to help farmers grow and sell more food, improve diets, diversify incomes and make their livelihoods more sustainable and resilient to external shocks. SHA also builds awareness of issues affecting smallholders and represent their interests at policy and institutional level. SHA is currently implementing a portfolio of 32 projects in Kenya, Uganda, Ethiopia, Eritrea, Burkina Faso, Togo, Malawi and Zambia, funded by a variety of institutional and private donors including USAID, the European Commission, Irish Aid and World Food Programme. In 2019, we supported 380,000 households, reaching 2.2 million people in rural communities across sub-Saharan Africa, and had a turnover of €33.3million.SHA is a core member of The Gorta Group, alongside three social enterprise subsidiaries – TruTrade, which supports market access for small-holder farmers in the agricultural value-chain; Traidlinks, providing market-linkages to agri-business in East Africa; and Partner Africa, an ethical auditing and consultancy firm that operates across more than 40 countries in sub-Saharan Africa and the Middle East. Under the overall supervision of the Kenya Country Director (CD), the HoP is a key member of the Country Management Team (CMT), along with the Head of Financial Accounting (HoFA). The HoP is responsible for providing overall leadership at a strategic and operational level for the Country Office (CO); ensuring that SHA Kenyas’ programmes contribute to the vision of SHA and that overall programme goals are met. The HoP provides managerial, technical, mentoring and administrative support to a high performing programme team of Project Managers, Technical Advisors and Project Officers, leading effective planning and coordination across a growing and exciting project portfolio. He/she is the lead for the design of new and innovative programmes and coordinating the development of funding proposals for new or ongoing projects in line with agreed upon CO goals and strategic direction. |
| **Key Responsibilities** | ***Leadership and Strategic Direction**** To lead and engage with the programme team to promote SHA’s values in their day to day work
* Participate in the strategic development of the Kenya programme, as a key member of the CMT
* In liaison with the CD and programme team, design programmes and strategies in line with SHA’s mission, priorities and guidelines
* Assist the CD in programme fundraising, identifying new areas of need and potential areas for project development and donor funding in Kenya.

***Programme Management**** Overall responsibility for the management of all SHA projects in Kenya consistent with good practice in project cycle management
* Ensure adherence to timelines for all proposals and review proposals as necessary; Ensure strict compliance with donor contract requirements and reporting deadlines;
* Coordinate effective implementation of programme activities, including the development of work plans and facilitate their timely implementation; developing annual programme budgets and monitoring budget expenditure.
* Prepare programme reports such as Quarterly and Annual Programme performance indicators reports, Donor Reports, Board reports and other ad-hoc reporting needs
* Support regular (monthly and quarterly) and highly rigorous approach to monitoring and evaluation, with a focus on outcomes, including systems for monitoring performance toward specific goals and objectives and developing and overseeing the baseline, mid-term, end term and impact evaluation component.
* Ensure SHA complies with all legal and donor requirements in programme areas
* Ensure good working relationship with all programme stakeholders including government, civil society, private sector and beneficiaries, ensuring they are fully involved in planning and design, implementation, monitoring and reporting of programmes as appropriate

***Operations Management**** Ensure expenditure and budget tracking are compliant with programme scope and donor guidelines
* Ensure regular communication is maintained among field sites including between the field, the Kenya Head Office and the programme support staff in HQ and the UK
* Ensure adherence to timelines for all proposals and review proposals as necessary; Ensure strict compliance with donor contract requirements and reporting deadlines;
* Travel to the project sites as and when needed

***Safety and Security**** Ensure field site safety and security guidelines are prepared and reviewed at least biannually
* Ensure all safety or security incidents (fires, vehicle accidents, theft, etc.) are appropriately recorded and reported by project coordinators to relevant parties
* Actively monitor field site safety and security and advise the RD of new developments

***Logistics/Finance/Administration**** Liaise with Desk Officer, Head of Compliance at HQ and Kenya CD in identifying areas for improvement across all support areas;
* Work closely with the HoFA and Project Managers to prepare and review budgets and anticipated results

***People Management**** Provide direct line management to Programme Coordinators and Project Managers and through them support the management and development of all project staff
* Maintain good team communication, engender excellent team dynamics and actively manage all direct reports to ensure optimum performance across all programme staff
* To mentor and coach direct reports as part of people management brief to ensure SHA attracts and retain the best talent within the Kenya programme
* To ensure a Performance Development Review (PDR) is completed for each direct report (to include a training needs analysis) and the follow-up meetings as agreed
* Ensure compliance with all organisational HR policies and procedures and local labour laws in relation to the selection, recruitment and retention of all programme staff
* Assist in the recruitment of all new programme staff

***Representation**** In coordination with the CD and Programme Support Coordinator, represent SHA at national, regional and international levels; to donors, local and national government authorities, other NGOs, and any other parties as required
* Support the CD’s strategic co-operation initiatives with government, private sector and national/international NGOs and CBOs active in the programme areas
* In coordination with the CD, lead on national and regional policy engagements.
* Ensure that relationships and formal agreements with government and partners are maintained and updated as appropriate
* Ensure proper programme documentation and sharing with partners within and external to SHA programme;
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| **Key Relationships** | **Internal*** SHA Kenya CMT
* SHA Head of Africa Operations (HQ)
* SHA Desk Officer (HQ)
* SHA Programme Support Officer (HQ)
* SHA Programme Funding Coordinators (HQ)

**External*** Government of Kenya Ministry of Agriculture, central and devolved offices
* Key institutional donors (EU, Irish Aid)
* Kenyan Agriculture and Livestock Research Organization (KALRO)
* International research institutes
* International NGOs, social enterprises and private sector and consultants
* Academic Institutions (Universities)
* Private Sector
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| **Aptitude Requirements** | * Excellent analytical skills
* Excellent writing and presentation skills
* Ability to work under pressure and on own initiative
* Ability to contribute to a small team environment
* Excellent interpersonal skills
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| **Qualifications, Capacities and Experience** | * Advanced degree in the areas of Agriculture, Agribusiness, Livelihoods, Rural Development, Project Management, Development Studies or any related economy, sociology, international development or Environment
* Minimum of 5 years’ experience in programme and people management at a senior level in similar/related role; Experience and evidence of programme development, proposal writing and a proven ability to secure donor funding
* Strong understanding of and practical experience in agriculture, food and nutrition security and related activities;
* Strong understanding and practical experience on project cycle management, monitoring, evaluation and reporting at a high level
* Good team-worker; able to work closely with a small team with minimum direct supervision;
* Commitment to international and humanitarian NGO codes, standards and practices;
* Ability and willingness to travel to remote areas across the all counties where SHA Kenya work;
* Expertise in rural enterprise development – value chains, credit, cooperatives, farmers associations;
* Clean driving license.
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Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer; Women applicants are highly encouraged**