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| **Job Title:** | Head of Programmes |
| **Organization:** | Self Help Africa Kenya |
| **Department:** | Country Management Team |
| **Location:** | Nairobi |
| **Reports to:** | Country Director  |
| **Introduction** | **About Self Help Africa:**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 two social enterprise subsidiaries – TruTrade, which supports market access for small-holder farmers in the agricultural value-chain; and Partner Africa, an ethical auditing and consultancy firm that operates across more than 40 countries in sub-Saharan Africa.  |
| **Job Purpose** | Under the overall supervision of the Country Director, the Head of Programmes is responsible for overall programme delivery and business growth of the SHA Kenya country Program. The holder of this position will provide management guidance to programme managers to support programme implementation and co-ordinate service delivery from relevant units within SHA include technical advisors, HR, Finance, and logistics to project managers.Building a pipeline of projects in collaboration with the Kenya team, Country and Regional Directors, Programmes Director and Head of Programme, funding is central to this role. All new business development needs will align with the Gorta Group strategic plan as well as country and regional strategic plans and drive the achievement of the SDGs. Strengthening private sector engagement is critical to promoting and facilitating sustainable development. The holder of this role will be expanding SHA Kenya private sector engagement and building new strategic alliances, business development and fundraising opportunities.  |
| **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.
* Lead strategic programme development of the Kenya country programme, in collaboration with the Kenya CD.
* In collaboration with the CD and programme team, implement best practice programme management, strategy, policies, processes, procedures including KPIs to manage, measure and improve service delivery and business performance.
* Lead programme fundraising, identifying new areas of need and potential areas for project development and donor funding in Kenya.
* Ensure that programme management strategies and processes are in place to meet business objectives and operational needs in terms of price, quality, and delivery targets and which enables SHA to function and compete effectively in the market.

***Programme Management*** * Overall responsibility for the management of SHA programmes in Kenya consistent with international good practice in project cycle management.
* Coordinate effective implementation of programme activities, ensuring up to date and relevant programme implementation work plan is in place and is aligned to relevant project budgets, donor contracts, etc.
* Review and consolidate programme performance reports including but not limited to monthly, quarterly, Annual Programme performance indicators, Donor, Board reports and other ad-hoc reporting needs.
* Ensure rigorous programme monitoring and evaluation, with a focus on outcomes and impact in collaboration with SHA Monitoring and Evaluation technical unit. In collaboration with project managers, oversee baseline, mid-term, end term and impact evaluation components of all projects within the SHA Kenya portfolio.
* Ensure SHA complies with all legal and donor requirements in programme areas; manage programme risks in collaboration with Line manager.
* Ensure good working relationship with all programme stakeholders including Government, civil society, private sector, and programme participants, ensuring the inclusion of relevant voices in project planning and design, implementation, monitoring, and reporting.

***Business Development*** * Support new business development within Kenya
* In collaboration with line manger develop strategic alliances and consortia with relevant partners for private sector, business member organizations, civil society, public and private institutions to co-create and secure funding for innovative sustainable development inventions.
* Lead on all proposal development, co-ordinate with relevant department involved internally as well as external partners. Manage the time process, ensure adherence to timelines for submission as per requirements etc.

***Operations Management**** In collaboration with the HOFA, manage overall programme budget, ensuring expenditure is as per workplans and budget tracking is compliant with programme scope, SHA, 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 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, ensure 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 organizational HR policies and procedures and local labour laws in relation to the selection, recruitment, and retention of all programme staff.
* Create and maintain proper conditions for learning - establish a safe environment for sharing of ideas, solutions, and difficulties and the capacity to detect, analyse and respond quickly to deficiencies.
* Lead in the recruitment of all new programme staff with relevant personnel. Ensure the Kenya program has the appropriate skill set and managerial expertise for efficient service delivery.

. ***Representation**** In coordination with the Kenya CD and EA RD 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 East Africa RD (HQ)
* SHA Programme Officer (HQ)
* SHA Programme Funding Team (HQ)
* Global Technical Advisors (HQ)

**External*** Government of Kenya Ministry of Agriculture, central and devolved offices
* Key institutional donors (EU, Irish Aid, Teagasc, GEA)
* Public Government institutions such as Kenyan Agriculture and Livestock Research Organization (KALRO), KEBS, KEPIS, and other Stakeholders
* International research institutes
* International NGOs, social enterprises and private sector and consultants
* Academic Institutions (Universities)
* Business Leaders/Owners
* Business Membership Organisations (KESPA, BIK, BCC etc
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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, private sector engagement 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 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**