

Job Title:	Head of Programmes
Organization:	Self Help Africa Kenya
Department:	Country Management Team
Location:	Nairobi
Reports to:	Country Director - Kenya
Introduction	<p>Self Help Africa (SHA) is an International Non-Governmental Organisation implementing rural development, sustainable food and livelihoods security programmes in 10 countries in Africa. SHA's vision is an Africa free from poverty and hunger with a mission to develop enterprising solutions that enable smallholder farmers to achieve a better life. SHA has been working in Kenya since 2005 implementing rural development, sustainable food and livelihood security programmes. Currently SHA is implementing its programmes in line with Kenya Programme Strategy: 2011 2015. The Kenya programme operates in 13 Counties namely: Kilifi, Kitui, Laikipia, Narok, Kajiado, Nakuru, Homabay, Migori, Siaya, Kisumu, Busia, Baringo and Bomet.</p> <p>Under the overall managerial and administrative leadership of Self Help Africa Kenya Country Director, the Head of Programmes will be directly responsible for the implementation and overall management as well as reporting on all programmes executed by SHA in Kenya. The Head of Programmes will also contribute to the development of monitoring and evaluation systems across SHA – Kenya and contribute to the development of the programme. This is a challenging function to ensure that the SHA Kenya Programme achieves a sustainable impact on rural livelihoods and food security and that SHA captures evidence of change. The Head of Programmes is a key member of the Country Management Team (CMT) and together with the Country Director (CD) and Head of Finance & Administration (HOFA) is responsible for leading and supporting country office initiatives.</p>
Key Responsibilities	<p><i>Leadership and Strategic Direction</i></p> <ul style="list-style-type: none"> • To lead and engage a programme team who 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, lead the design of 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;

	<p><i>Programme Management</i></p> <ul style="list-style-type: none"> • 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; • Monitor and maintain programme compliance with administrative and logistics procedures • Support the on-going development of monitoring systems, including accountability mechanisms • 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 <p><i>Operations Management</i></p> <ul style="list-style-type: none"> • Ensure compliance with donor contract requirements and reporting deadlines; • Ensure regular communications are maintained among the field sites including between the field, the Kenya Head office and the programme support staff in HQ and the UK • Travel to the project sites as and when needed <p><i>Safety and Security</i></p> <ul style="list-style-type: none"> • 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 CD of new developments
--	--

	<p><i>Logistics/Finance/Administration</i></p> <ul style="list-style-type: none"> • Liaise with Programme Support Coordinator and Logistics and Compliance Officer at HQ and CD in identifying areas for improvement across all support areas; • Work closely with the Head of Finance and Administration to prepare and review budgets and anticipated results ensuring expenditure and budget tracking are compliant with programme scope and donor guidelines <p><i>People Management</i></p> <ul style="list-style-type: none"> • 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 good team dynamics and actively manage all direct reports to ensure optimum performance across all programme staff • To mentor and coach and direct reports to ensure SHA develops and retains 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 progress review meetings are held as agreed • Ensure compliance with all organisational HR policies and procedures and local labor laws in relation to the selection, recruitment and retention of all programme staff • Assist in the recruitment of all new programme staff <p><i>Representation</i></p> <ul style="list-style-type: none"> • 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;
--	--

	<ul style="list-style-type: none"> • 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;
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • SHA Country Director Kenya • SHA Head of Region • Programme Support Coordinator with responsibility for Kenya • SHA HQ Head of Programme Quality • SHA HQ Programme Funding Coordinator • Other SHA Head of Programmes – peer support <p>External</p> <ul style="list-style-type: none"> • Government of Kenya Ministry of Agriculture, central and devolved offices • Kenyan Agriculture and Livestock Research Organization (KALRO) • International research institutes • International NGOs, social enterprises and private sector and consultants • Academic Institutions (Universities)
Aptitude Requirements	<ul style="list-style-type: none"> • 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
Qualifications/Skills and Experience	<ul style="list-style-type: none"> • 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 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;

	<ul style="list-style-type: none"> • Strong understanding and practical experience on project cycle management, monitoring, evaluation and reporting at 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 13 Counties where SHA Kenya works • Expertise in rural enterprise development – value chains, credit, cooperatives, farmers associations etc • Clean driving license;
--	--