



JOB DESCRIPTION

Job Title:	Programme Manager – Kenya
Location:	Nairobi, Kenya
Management responsibility:	Project Coordinators; Project Officer; likely future management of Project Manager and Finance Officer
Budget responsibility:	Programme budget of approx. USD 1 million per annum
Reporting to:	Head of Programme Kenya and the Horn of Africa
Key Relationships:	Somalia Programme Manager; Country Manager Sudan; Team Leader Uganda; Finance and Operations staff (Nairobi and London); Policy and Advocacy programme (London); Fundraising & Communications (London)
Contract Duration:	Open
Salary range:	KSH 3,547,800 – KSH 4,506,388

Description of Saferworld and Kenya programme:

Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia and Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes. Saferworld headquarters are in London, with offices in Nairobi, Kampala and Juba and plans to establish offices in Somalia/Somaliland.

As member of Saferworld's Africa Programme and Kenya team the Programme Manager will manage Saferworld's programme of work in Kenya. He/whe will manage a growing team and will work in close cooperation with partners to develop and implement Saferworld's programme covering themes of governance and peacebuilding, security and justice, arms control, aid and conflict in Kenya. The geographic focus will be on Kenya, with some engagement on regional and cross-border issues. The relevant strategic directions of the Kenya programme are:

- To develop, implement and promote community-focused and integrated responses to the complex mix of security, conflict and development challenges faced by the people of Kenya
- To strengthen the capacity of civil society to engage effectively on security and justice, conflict prevention, peacebuilding and arms control issues
- To support the Government of Kenya at all levels to develop the policies, regulatory frameworks and institutions required for effective conflict prevention, peacebuilding and arms control and the accountable and equitable delivery of security and justice services
- To support the development and application of regional and international responses to conflict and insecurity problems affecting Kenya

The programme seeks to achieve change in these three areas through working with national, county-level government and civil society stakeholders, and international actors.

Job Purpose:

The Programme Manager, as member of Saferworld's Kenya and Africa programme team, will be responsible for the successful delivery of Saferworld's programme of work on governance and peacebuilding, security and justice, arms control, aid and conflict, and developing and establishing new areas of engagement for Saferworld in Kenya.

He/she will manage a growing team and will work in close cooperation with partners to develop and implement Saferworld's programme.

Key areas of responsibility:

- 1: Lead the implementation, planning, monitoring and reporting of Saferworld's activities in Kenya as well as further development of Saferworld's Kenya programme, ensuring that a strong strategic direction is maintained.
- 2: Build and maintain effective relationships in support of Saferworld's work in Kenya.
- 3: Ensure the physical welfare, well-being and professional development of programme staff.
- 4: Ensure effective management of programme finances
- 5: Ensure effective relations are maintained with other parts of Saferworld.

Duties:**1: Lead the implementation, planning, monitoring and reporting of Saferworld's activities in Kenya, as well as further development of Saferworld's Kenya programme, ensuring that a strong strategic direction is maintained**

Detail Actions:

- Lead the development and periodic review of Saferworld's Kenya strategy
- Manage the overall development and implementation of programme components in fulfilment of Saferworld's Kenya strategy and in accordance with funded programme obligations, including developing new areas of work as relevant
- Lead in ensuring effective planning, monitoring and reporting for Saferworld's Kenya programme components and activities, including preparation of high-quality, timely donor reports
- Remain updated on the context in Kenya and ensure that the programme remains relevant and responsive to the context and that context analyses are shared with the wider organisation
- Provide technical expertise to programme staff as relevant and/or assist in ensuring that the correct technical expertise is available to programme staff

2: Build and maintain effective relationships in support of Saferworld's work in Kenya

Detail Actions:

- Maintain good relationships and regular contacts with: the government of the Republic of Kenya; international partners and stakeholders, including Saferworld's donors; civil society organisations that Saferworld works with and/or supports.
- Ensure effective management of any formal partnerships between Saferworld and government, civil society and international partners.
- Monitor official and non-governmental debates on conflict, security, justice, governance, and development issues in Kenya in order to identify the best opportunities for Saferworld to provide input into the policy debate;
- Represent Saferworld at meetings, seminars, co-ordination fora and other events, acting as spokesperson as appropriate
- Identify and develop – together with Head of Programme – fundraising opportunities for the Kenya programme; play a leading role in developing funding applications

3: Ensure the physical welfare, well-being and professional development of programme staff

Detail Actions:

- Provide line management to the country team
- Monitor and support the performance of staff on the basis of Saferworld's performance management system.
- Ensure day-to-day compliance with the Kenya programme's security plan and procedures, ensuring regular staff briefings and training.

4: Ensure effective management of programme finances

Detail Actions

- Undertake timely and accurate annual budgeting and forecasting
- Manage the Kenya budget on a monthly basis to ensure optimum expenditure of funds
- Ensure timely and accountable financial reporting by local partners

- Ensure that programme staff and partners comply with internal accounting and financial management procedures
- Develop and maintain donor relationships and ensuring donor requirements regarding reporting are met.

5: Ensure effective relations are maintained with other parts of Saferworld.

Detail Actions:

- Lead on regular communications and consultations with Saferworld's Policy and Communications Division, regarding the Kenya country programme's strategic priorities and how this links with international policy and advocacy priorities
- Ensure effective communication, cooperation and reporting between Saferworld's Kenya programme staff and finance and operations staff, both those based in Nairobi and London
- Ensure that programme activities are well-documented and that analysis and reports are shared with the rest of the organisation
- Facilitate exchanges and lesson-learning between the Kenya programme and other country-teams in Africa, as well as with other Saferworld regional programmes.

PERSON SPECIFICATION

Essential requirements:

- A masters degree in peace/conflict studies, development, international relations (or equivalent professional experience)
- A minimum of seven years' experience working on peace-building or development with governments and/or non-governmental organisations
- Strong staff management and team-building skills
- Strong analytical and strategising skills
- Solid understanding and experience of civil society engagement, networking and capacity building;
- Solid understanding and experience in engaging with governments, and building government capacity;
- Good knowledge of Kenya, including peace and security issues
- Experience of budgeting, financial management and donor reporting
- Experience of managing multiple grants and programme components
- Good communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural and ethnic diversity
- Fluency in English (written and spoken)
- Fluency in Kiswahili (written and spoken)

Desirable requirements:

- Expertise on security and justice, small arms control and/or conflict and development issues
- Knowledge of the peace and security issues in the region (e.g. East Africa, Horn or Great Lakes)
- Experience of managing organisational security systems and procedures
- Knowledge of arms control, security sector reform and other conflict prevention areas

TERMS AND CONDITIONS

Annual salary range: KSH 3,547,800 – 4,506,388

Leave entitlement: 28 days / year

Benefits:

- Pension
- Medical insurance
- Life insurance

APPLICATION PROCESS:

Please send an application comprising a detailed CV and cover letter to Marie Aziz at recruitment@saferworld.org.uk by 27 February 2012 quoting reference KPM. First interviews are scheduled for the second week of March 2012.