

**JOB DESCRIPTION**

Job Title:	Country Manager – Kenya
Location:	Nairobi, Kenya
Reporting to <b>(interim)</b> :	Country Director, South Sudan
Management responsibility:	Project Manager, Finance Manager, MEL Coordinator, and HR and Admin Coordinator
Type of position:	National
Grade and Salary:	A competitive INGO salary will be offered
Contract terms and hours:	Open ended, subject to funding

**Background:**

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead just and peaceful lives, and enjoy the rights and freedoms to live with dignity, free from fear and insecurity.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

**Saferworld in Kenya:**

Saferworld has been working with partners in Kenya since 2000 to prevent violence and build more peaceful and safer communities. We work with a wide range of groups, including communities, national and county-level government, the National Steering Committee on Peacebuilding and Conflict Management, various commissions, the police service, and civil society organisations.

Kenya moved from a centralised to a devolved system of government in 2010 to transfer greater decision-making powers to its 47 counties. However, devolution has brought new challenges, exacerbating election tensions and increasing competition over power and resources within the devolved units.

With our partners we work with young people to build their skills in peacebuilding, support communities to work together to prevent violence around elections and governance issues as well as conflicts stemming from the effects of climate change, and improve how security and justice services are provided and assessed. At present the country programme is implementing a four-year project that seeks to strengthen governance systems and structures for conflict sensitive and sustainable natural resource management and climate change adaptation at community, county and national levels, and enhance social accountability processes and structures on natural resources management at the local level.

Priorities going forward: climate change and conflict (specifically conflict resulting competition over use of natural resources); ethnic and politically instigated conflicts; violence associated with non-state armed actors; constructive youth engagement; and conflict sensitivity and the forging of new ways of working with and providing support to partners, communities and authorities.

**Job purpose:**

Saferworld has just launched a 10-year strategy and the Kenya country programme has identified key strategic priorities (see above). The Country Manager will be responsible for further developing Saferworld's Kenya country strategy and programme, overseeing the implementation of current and future activities and developing and managing new ways of working civil society partners and with international and other national actors in country.

The post-holder will also be responsible for overall team management and security, managing and monitoring programme delivery against objectives, managing and monitoring programme expenditure, fundraising and advocacy, and networking with, and reporting to, donors.

The post-holder will ensure all regulatory requirements for the operation of the Kenya office are in place; and all Saferworld compliance elements are understood and applied across the board. Finally, the post holder will contribute to organisation-wide processes and discussions to advance Saferworld's thematic priorities, methodological approaches and organisational development.

**Key areas of responsibility:****1. Lead the implementation, planning, monitoring and reporting of Saferworld's activities in Kenya. Develop and establish new areas of engagement, while maintaining strong strategic focus.**

- 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.
- Lead on the design and development of continuing and new project initiatives and intervention areas.
- Promote lesson learning within the team and the greater organisation; ensure the overall monitoring and evaluation of, and learning from, the programme is systematic, and regular programme reviews and outcome harvesting processes are held.
- Ensure timely donor and internal reporting as well as quality grant management for all projects.
- Engage with other teams, including policy, programme support and learning, funding, and regional teams as appropriate, to ensure that potential programmatic or operational synergies are maximised.

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

- Maintain good relationships and regular contacts with the government of Kenya; international partners and stakeholders, including Saferworld's donors; civil society organisations that Saferworld works with and/or supports based on Saferworld's evolving partnership principles.
- 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.
- Lead on implementation of advocacy strategies on Kenya and overall programme.
- Identify and develop – together with the relevant Programme Development Manager – 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**

- Provide line management to the Kenya core staff and consultants as needed while ensuring implementation of learning and development plans across the team.
- Ensure the country office recruits and retains high calibre staff with requisite technical expertise.

- Monitor and support the performance of staff with reference to Saferworld’s performance management system.
- Promote a culture of learning, shared leadership, responsibility and mutual accountability.
- Maintain a risk analysis and review and update regularly. Ensure prevention and timely management of risks associated with fraud, bribery, money laundering, and reputation of Saferworld.
- Oversee the implementation of Safeguarding policies and measures.
- 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

- As the overall country programme budget-holder, oversee all programme budgets and management accounts, in line with Saferworld’s organisational processes. Ensure all costs (staff, operations, activities, and overheads) are adequately budgeted for and effectively managed.
- Undertake timely and accurate annual budgeting and forecasting.
- Ensure timely and accountable financial reporting.
- 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.
- Ensure the capacity of budget holders and partners is built into finance and grants management processes and learning and development plans.
- Provide oversight to ensure the efficient running of the office.

#### 5. Fundraising and donor relations

- Together with the relevant Programme Development Manager, regularly review and revise the fundraising strategy for the Kenya country programme.
- Establish, cultivate and maintain good relations with donors.
- Continuously seek to identify funding opportunities and lead the development of funding proposals for the Kenya country programme, ensuring a strong pipeline of ideas are generated and developed into successful proposals.
- Ensure grants are effectively managed according to Saferworld standards and funding protocols, as well as donor requirements.

#### 6. Organisation and Management

- Lead the Senior Management Team (SMT) to ensure effective communication is in place between the SMT and all staff.
- Oversee the effective management of office functions, working with relevant direct reports.
- Ensure Kenya and security protocols and duty of care standards are maintained
- Ensure that Saferworld in Kenya is compliant with local legislation and directives, Saferworld’s policies and procedures, and donor procurement regulations.
- Represent Saferworld at meetings, seminars, co-ordination fora and other events, while acting as spokesperson as appropriate

#### 7. Any other duty may be assigned to the post holder as required by the line manager

#### Key working relationships

- Programme Support and Learning Unit
- Policy, Advocacy and Communications teams
- Funding and finance teams
- Grants Manager
- HR and Operations teams
- Respective Country Managers and Directors, especially in the region

#### Scope and accountability

<b>Decision making and limits of authority</b>	• As per Saferworld existing authorisation matrix
<b>Financial resources</b>	• Programme budget of approx. 400,000 – 2,000,000 USD per annum
<b>Other resources</b>	• Shared responsibility for protection of organisational information

	<ul style="list-style-type: none"> <li>• Responsibility for staff security and organisation image</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>• Project Manager, Finance Manager, MEL Coordinator, and HR and Admin Coordinator</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with organisational policies, procedures and practices</li> <li>• Ensure compliance with national legislation. Where there is contradiction, seek guidance</li> </ul>

## Person specification

### Knowledge, qualifications and experience

#### Essential:

- In-depth understanding of peacebuilding and conflict prevention issues in Kenya, including conflicts related to natural resources, conflict dynamics and actors, key political, social and economic issues, and peacebuilding/conflict prevention measures, including the role of various regional and international actors.
- Substantial senior management level experience, managing multi-thematic programmes in development and/or peacebuilding/conflict prevention organisations, and in a conflict-affected and logistically challenging environment.
- Proven ability to manage and motivate staff at all levels. Experience of remote line management is essential.
- Proven ability to undertake and lead strategic planning, programme development, and evaluation.
- Experience of managing and implementing community programming.
- Experience of working in partnership with NGOs and other civil society organisations and networks.
- Experience of donor liaison and fundraising (including reporting to donors).
- Experience of managing safety and security needs in a challenging and unstable security environment.
- Experience of financial management of major international donor governments and agencies, including overseeing financial procedures, budget management, and donor reporting.

#### Desirable:

- Desirable: Master's degree in conflict or security, peacebuilding, gender studies or similar disciplines.
- Experience of designing and/or managing natural resource management or governance projects.

### Skills and abilities

- Excellent analytical skills and proficiency in written and spoken English.
- Good organisational skills and the ability to work under pressure.
- High-level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing.
- Demonstrable ability to think creatively and practically in support of initiatives to achieve positive change
- Strong planning skills.
- Ability to work in a non-partisan and impartial manner, particularly in high-stress and highly politicised environments, appreciating gender, cultural and ethnic diversity.
- Compliance with and commitment to Saferworld's safeguarding principles.

### Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.

### Other requirements

- The position is based in Nairobi, with internal country travel for programme activities according to security conditions, and occasional international travel for training and regional planning meetings.

### Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR Team at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk)

### Deadline: 2 February 2022

We only accept completed application forms so please do not send your CV