

VACANCY FOR HEAD OF PROGRAMS

JOB TITLE: HEAD, PROGRAMS COHESION, COORDINATION AND DEVELOPMENT

Echo Network Africa (ENA), a development institution that works with like-minded stakeholders to catalyze development is domiciled in Kenya with plans to expand to the Africa Region. ENA seeks to hire a highly motivated, experienced individual to join its Senior Management Core Team at the Nairobi Office for a three (3) year renewable contract. ENA's approach is to catalyze development by working through like-minded partners at all levels including international, regional, national, Counties and Community Based Organizations (CBO's). With support from the office of the Group Chief Executive Officer (GCEO), the job holder will provide strategic leadership to the Programs Cohesion, Operations and Development Focus Areas. Additionally, S/He will spearhead implementation of ENA's research and innovations; provide support to other Program Focus Areas to ensure efficient and effective implementation for optimal results; coordinate timely submission of reports and support mobilization of resources for ENA's Programs.

Duties and Responsibilities

This is a Senior Position that reports directly to the Group CEO for day to day activities and is answerable to the ENA Board of Directors. The holder will be responsible for the overall success of ENA's Program initiatives.

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This is a Senior Position that reports directly to the Group CEO and is responsible for the overall success of ENA's Program activities. S/He will be expected to:

- i. Under the Guidance of the GCEO, provide leadership to the Programs Cohesion, Operations and Development Focus area of the organization;
- ii. Create efficient and integrated systems to enable all ENA stakeholders deliver on ENA's Programs and initiatives;
- iii. Create a conducive environment that guarantees a collective sense of purpose required to drive sustained innovation, catalytic growth and expansion of ENA's Programs;
- iv. Provide leadership in the development and implementation of ENA's incubations to meet the growing economic needs of ENA's target audience, namely, women and girls
- v. Contribute to the development of ENA's Program work plans and activities;
- vi. Provide technical support to programs and heads of focus areas to mobilizing funding resources, manage grants and provide timely and accurate program reports
- vii. Coordinating ENA's Local Implementing Partners (LIPS) to collectively deliver on the mandate of the institution in line with ENA's Strategic Plan (2018 – 2022)
- viii. Coordinate and guide the preparation review of Program narrative reports and program activity reports as per ENA's and donor reporting schedules
- ix. Spearhead the development and growth of ENA's Focus Areas through research and innovation

Qualifications and Competences

- i. Must have at least fifteen (15) years experience working in Programs in reputable development organizations
- ii. At least five (5) years experience in a Senior Program Management Position;
- iii. A strong degree in humanities and development – Post graduate studies will be an added advantage
- iv. Strong program management skills
- v. Strong partnership/networking skills
- vi. Excellent Communications (including writing) skills
- vii. Strong budget management skills
- viii. Proven track record in resource mobilization for development organizations
- ix. High moral character and professional integrity

Authority

- i. Spending authority
- ii. Supervision: PM&E staff
- iii. Decision Making: Make decisions on core Program mandate
- iv. Advisory roles to other heads of Focus Areas
- v. A Member of the Senior Management Team (SMT)

Remuneration

The position attracts a competitive remuneration package that includes a monthly salary commensurate with qualifications, experience and skills within the institution's remuneration policy.

Candidates interested in applying for this position should send their CV, along with a covering letter including details of salary expectations and contacts for three referees. Applications addressed to the undersigned **MUST** be received by **5.00 pm on Friday, 7th February 2020**.

The Group Chief Executive Officer (GCEO)
Echo Network Africa (ENA)
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Email: info@enafrica.org | Website: www.enafrica.org

*ENA is an equal opportunity employer. Qualified women, youth and persons with disabilities are encouraged to apply. Shortlisted candidates will receive a response by **14th February 2020***