

PROGRAM MANAGER

Organization:	Jonathan Jackson Foundation (JJF)
Role:	Program Manager
Reports to:	Chief Executive Officer
Deadline of application:	Thursday 25 th August 2022
Duration of assignment:	One (1) year (Renewable)
Location	Nairobi with travel for field activities.

INTRODUCTION

The Jonathan Jackson Foundation (JJF) is a Nairobi based non-profit organisation incorporated in July 2019 that focuses on social and economic empowerment of vulnerable youth & women from informal settlements. JJF's Mission is to work with communities in Kenya to uplift the most vulnerable groups through economic empowerment by creating income-generating opportunities for women and youth and increasing access to sports and recreational facilities. At the grassroots level, JJF collaborates with various CBO's to implement its activities. Economically, JJF provide income-generating opportunities to women and youth groups in marginalized areas of Nairobi through entrepreneurship training and seed funding of small businesses dubbed Building Businesses (**Jenga Bizna Mtaani**). Socially, JJF provides access to sports and recreational facilities that help support soccer and basketball initiatives amongst the youth. '**Bakee Mtaani**' & '**Beyond Futaa**' are JJF's key flagships for boosting basketball and soccer in the underserved and hard to reach communities, to drive change in the community through talent development, team building and psychosocial support.

RESPONSIBILITIES

The Program Manager will have overall responsibility for the management, strategic planning, implementation, fundraising and reporting under the programs department. The JJF's program department objective is to effectively plan and implement programs in the communities. JJF through its building business programme targets creating sustainable businesses and employment opportunities for host communities and promoting social cohesion. This role will oversee team's implementation of youth skill development and social cohesion initiatives and building capacity of youths and women in business. S/he will be expected to establish and maintain systems for oversight and implementation of project activities, contribute to reporting on technical activities and proposal development.

Specific responsibilities will include but are not limited to:

- ❖ Ensure rapid roll-out and supervision of activities. This includes leadership, direction and guidance to government, implementing partners, youth and women groups, community partners.
- ❖ Oversee development of program staff to ensure a diverse, skilled and productive workforce and promote an organizational culture where JJF's values are practiced.
- ❖ Effectively work with other department to assure a coordinated and timely execution of work plans.
- ❖ Execute planning, and supervision of program monitoring, evaluating, and reporting;
- ❖ Coordinate with appropriate stakeholders in all aspects of project planning, monitoring, and implementation.
- ❖ Ensure compliance with and implementation of all organization policies.
- ❖ Lead in implementation of project technical activities, ensuring that all activities are adequately implemented in a timely manner;

JJF HQ, 4th Ngong Avenue,
Upperhill, Nairobi, Kenya

- ❖ Provide technical leadership across capacity building work of partners and technical leads for livelihoods and social cohesion aspects of the project.
- ❖ Monitor project training and on-site capacity building activities, ensuring the development of local institutional and personal capacities fostering country ownership and sustainability of interventions;
- ❖ Submit monthly and annual programs reports to the CEO in a timely manner;
- ❖ Other duties as assigned by the CEO and/or Chairperson.

QUALIFICATIONS

Successful candidates will have strong management skills, significant project management experience and leadership experience. Experience managing and building the capacity of youth and women is highly desired.

Education: A Degree from a reputable institution is required in development studies, international development, political science, conflict studies, or a relevant social science and humanities discipline.

A Master's Degree is an added advantage.

Relevant Experience and Skills

- ❖ At least 5 years of professional experience in leading community engagement, youth development and gender/women empowerment projects.
- ❖ Experience working on integrated programs which seek to build the capacity of local actors in multiple technical areas and management capacity required.
- ❖ Work on programs involving social cohesion, youth skill development, TVET informal settlement and or hard to reach communities is highly desirable;
- ❖ At least 3 years of experience in a management position for a donor-funded project.
- ❖ Demonstrated experience with similarly complex projects in Kenya is highly prioritized, involving coordination with multiple programs, and partner institutions.
- ❖ Demonstrated skills in reporting on programs, monitoring and evaluation on a regular basis.
- ❖ Commitment to and the ability to engage local stakeholders in project design and implementation.
- ❖ Strong coordination, project planning, and communication skills.
- ❖ Demonstrated experience and knowledge in establishing systems and overseeing program start-up under limited time constraints as well as program close-out.
- ❖ Demonstrated problem-solving and consensus-building skills and ability to promote coordination among diverse interests and institutions.
- ❖ Good understanding of financial reporting accountability processes and grants management.
- ❖ Demonstrated effective interpersonal skills, problem solving, conflict and ethical management skills;

Desirable

- ❖ Knowledge of Nairobi informal settlement.
- ❖ Knowledge of development, and humanitarian principles.
- ❖ Field experience with national, international Not-for-Profit Organizations or development agencies in an NGOs environment.
- ❖ Experience in research, data analysis and report writing with different donor funded projects.
- ❖ Knowledge of community development and public/community health concepts.
- ❖ Leadership /Mentorship/entrepreneurship skills.
- ❖ Knowledge of community groups formation and management.

Languages

- ❖ Proficient in English and Kiswahili (both oral and written);

VALUES AND COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies.

Values

- ❖ Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- ❖ Integrity and transparency: maintain high degree of personal integrity and ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- ❖ Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

- ❖ Teamwork: develops and promotes effective collaboration within and across the departments to achieve shared goals and optimize results.
- ❖ Result oriented: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- ❖ Knowledge sharing: continuously seeks to learn, share knowledge, and innovate.
- ❖ Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- ❖ Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.
- ❖ Ability to work under pressure and with minimal supervision.

BENEFITS

JJF offers its employees a solid benefits package, which includes, among other things:

- ❖ Competitive remuneration commensurate with the candidate skills and experience.
- ❖ Medical insurance to you as the principal member plus one direct dependent.
- ❖ **21 days'** annual leave which accrues at the rate of one and a half days per month.
- ❖ Ample opportunities for personal growth and training.

HOW TO APPLY

Interested candidates are invited to submit their application/ motivation letter enclosed with only detailed CV written in English via our e-mail address info@jonathanjacksonfoundation.org by close of business Thursday 25th August 2022 at latest, referring PROGRAM MANAGER in the subject line of your email. **Photocopies of educational/training certificates will be required at this stage.** An applicant who does not follow the required application procedure will automatically be disqualified from this recruitment. Successful shortlisted candidates will be contacted for further action.