

## Terms of Reference Training and Business Dev Manager

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### About AICS

African Institute of Children Studies (AICS) is a non-profit, Non-Governmental Organization (NGO) registered in Kenya in 2009. AICS is also registered and operational in Uganda, South Sudan and Zimbabwe, with plans underway to open branch offices in other countries in Africa. AICS also runs a social enterprise in each of the countries that it has presence. These include AICS Training Institute Ltd in Kenya; ZimAICS in Zimbabwe and ATICS (African Training Institute for Children Studies) in Uganda. The social enterprise engages in consultancy services, training and business process outsourcing. Ten percent (10%) of the net income from the social enterprise supports the education fund, a scholar-leadership program and our community level non-profit work.

Our vision is: To be a leading institute for knowledge management and capacity building on children.

Our Mission: To improve quality of services for children and positively transform lives.

Towards achieving the mission, AICS engages in policy advocacy, research, training, education sponsorship program, design and implementation of model interventions at community level. Our current training products include 18 courses offered through an online campus, on-site training and special education products such as Moi Social Learning Tool. We pride ourselves as a knowledge management and capacity building organization; we are the silicon valley of children sector - providing the 'how to' address various challenges in childhood, child development and wellbeing.

AICS has a pool of experts referred to as Associates ([www.aicsconnect.org](http://www.aicsconnect.org)). The Associates are drawn from academic institutions and organizations working in policy advocacy and service delivery. These individuals voluntarily agree to be part of the pool of experts. They have undertaken numerous high impact, policy-relevant research and knowledge exchange in different fields. The pool benefits the children sector through providing expertise either on probono or as consultants.

AICS encourages linkages between academia and practitioners. Current collaborations between AICS and academic institutions include Global Center for Applied Health Research at Arizona State University (USA), Institute of Child Development at Daystar University (Kenya) and School of Social Work in Makerere University (Uganda). We also promote evidence based interventions through providing platform for publishing work in the Interdisciplinary Journal on the African Child (IJAC) - a joint initiative with Daystar University, and hosting biennial international child protection conference since 2016.

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### Training and Business Dev Manager

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#### Job Summary

**Position title:** Training and Business Dev Manager.

**Duration of the contract:** One year Renewable (subject to performance).

**Deliverables:** You are expected to deliver the following outputs:

Deliverable
1. Profile educational and training products at AICS (including Moi Social Learning Solution™ and online campus), and package them for marketing
2. Develop and execute effective marketing strategy leading to profitability within predefined targets
3. Support research and M&E consultancy services
4. Fundraise to support non-profit interventions benefiting communities and institutions
5. Inform AICS Strategic growth
6. Undertake any other assignment as may be required for the good of the organization

#### Salary / fees and benefits:

To be discussed. We are open to providing a retainer fee and commissions.

#### Availability:

Immediate; beginning 1<sup>st</sup> Sept 2019.

#### Reporting:

You will report directly to the Executive Director.

#### Qualification:

- A degree in business administration, education, public health, social work, development studies or relevant fields. Master degree is an added advantage.
- At least 3 years experience in business development and marketing.
- Experience in conducting research and report writing
- Demonstrated skills in proposal writing and fundraising
- Good understanding of child rights and education programs
- Ability to work in flexi hours and with minimal supervision.
- Good writing and communication skills.
- Excellent presentation skills
- **Female candidates will be given greater consideration.**

#### Application Process:

Send a cover letter indicating why you are best fit; your fee/ salary quote per month; and your CV to [training@institutechildstudies.org](mailto:training@institutechildstudies.org) by 25<sup>th</sup> Aug, 2019. Physical interviews will be conducted on 27<sup>th</sup> Aug, 2019.