



**WE ARE HIRING!**  
**PROGRAMS MANAGER –JOB VACANCY**

Women's Empowerment Link (WEL) is a nongovernmental, nonprofit making organization, whose mandate is to promote and uphold women and girls in society through advocating for opportunities that explore their potentials.

WEL envisions a society that is gender sensitive where women and men have equal rights and opportunities for a just society. WEL seeks to recruit a suitable candidate to fill the position of a programs manager who will be reporting to the Executive Director. The position will be based in the Nairobi Office with regular travels.

**Closing date:** 19<sup>th</sup> October, 2020.

**DUTIES AND RESPONSIBILITIES**

---

The Programs Manager is a member of the senior management team responsible for overall management and coordination of WEL's programs and projects and supports the Director through taking on additional roles as may be required. This main duties and responsibilities are:

**1 PROGRAM IMPLEMENTATION MANAGEMENT**

---

- Provide strategic and technical oversight to ensure programs deliver high quality outputs with accuracy, consistency and on time.
- Promote teamwork and coordination on program issues in planning and implementation of projects.
- Coordinate development and maintenance of management systems and procedures to ensure efficiency, accountability and good working relationships with communities, partners, government and donors.
- Provide oversight over use of program resources and promote cost effective use and support implementation of internal control and compliance with government and donor regulations.
- Ensure that all projects are managed within planned time frame and approved budget and that minimum level of documentation as required by the organization is met

**2 PROGRAM AND RESOURCE DEVELOPMENT**

---

- With partners, staff members and other stakeholders, work to co-create & develop innovative programs that seek to address identified opportunities in gender and women empowerment
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program.
- Develop new initiatives to support the strategic direction of the organization.

- Ensure strategic relevance and continuation of WEL annual operations plan through proposal development and building mutually beneficial relationships with potential donors and partners.
- Develop funding proposals for new and existing programs to ensure the continuous delivery of services.

### **3 MONITORING AND EVALUATION**

---

- Support development, implementation and monitoring of the organization strategy and operating plans.
- Lead and manage program monitoring and evaluation for continuous learning, improvement and growth.
- Oversee adaptive management and provide regular feedback on work plans, reports and budgets to ensure the programs remain relevant.
- In collaboration with other staff develop a program evaluation framework to assess the strengths of the programs and to identify areas for improvement.
- In collaboration with the Finance Manager & Project officers, prepare and monitor program budgets and conduct modifications when necessary.
- To assess the levels of risks associated with program implementation and suggest mitigation strategies.
- Ensure donor reports are submitted to donors in the best possible quality and with strict adherence to donor reporting guidelines.

### **4 HUMAN RESOURCE MANAGEMENT**

---

- Provide day-to-day leadership and management of Program Staff, create and nurture a culture that supports high performance, learning and teamwork;
- Create a conducive work environment and team culture for professional growth and development of personnel at all levels.
- Manage staff development through performance based management and leadership within the context of the organization's objectives

### **5 LIAISON AND REPRESENTATION**

---

- Represent WEL in forums by donors, government, UN agencies, other development partners and other stakeholders as needed.
- Promote WEL visibility through innovative communication and information dissemination e.g. through policy briefs, media briefs, reports,
- With program Officers and assistants, maintain excellent and healthy donor relations

### **6 MINIMUM QUALIFICATIONS AND ATTRIBUTES: -**

---

The ideal candidate should at least possess the following qualifications and attributes:

- Bachelor's Degree in social sciences, political science, or Law or other related degree master's degree will be an added advantage
- Five years' experience in similar position
- Knowledge of program planning, designing, monitoring and evaluation
- Must possess strong writing skills, proficiency in computers, team player and ability to manage multiple tasks

- Should be able to work under pressure
- Demonstrate knowledge in gender and women's rights issues. results oriented, creative and innovative
- Strong interpersonal and communication skills
- Must be a good team player, highly self-motivated and self-driven

## 7 SKILLS REQUIRED FOR THE POSITION

---

- Self-motivated, extremely organized, and collegial and have the ability to function well under pressure while handling numerous tasks simultaneously.
- She/he must be willing to take initiative, prioritize with minimal supervision and work independently as well as function as a member of a team.
- The candidate must have demonstrated organizational skills and excellent computer skills including proficiency Microsoft Office (Outlook, Excel, and Word).
- Impeccable field and internet –based research abilities
- Ability to work in a diverse team
- Strong interest in the area of women's rights and a commitment to the empowerment of women
- Languages- Excellent writing skills in English, with fluency in speaking Kiswahili
- Strong background in fundraising

The recruitment will be on a rolling basis

## 8 APPLICATION PROCESS

---

1. Applications and all supporting documents must be received **by 19th October 2020** Please submit the full application to WEL offices by email or post (see below). To The **Selection team, Women's Empowerment Link**, P.O Box 22574-00100, Nairobi, Or email to [info@wel.or.ke](mailto:info@wel.or.ke)
2. Attach Curriculum Vitae with three references and application letter

WEL is an equal opportunity employer