

JOB DESCRIPTION AND TERMS OF REFERENCE

Position: PROGRAM COORDINATOR-PEACE & GOVERNANCE.

1. Job Summary

Reporting to the Programs Manager, the Program Coordinator will be responsible for providing strategic leadership and management towards realization the goals of the Peace and Governance Program. He/she will be responsible for the day-to-day running of the program together with the staff under the program including implementation of board and management decisions. Responsible for managing the programme team and coordinating with other program Coordinators and Finance Manager. He/she shall be fully responsible for the overall design and quality control; internal and external coordination of all the projects under the program. The successful candidate will be employed on a two-year term contract renewable subject to performance and availability of funds.

Pamoja for Transformation seeks an accomplished, self-driven and result oriented individual who will make substantive contributions to the organization's strategic plan. Reporting to the Executive Director, you will be directly responsible for supervising the Peace and Governance program team.

2. DUTIES & RESPONSIBILITIES

PROGRAM MANAGEMENT:

- a) Ensure all relevant team members are fully briefed on the terms and conditions of donor agreements/contracts, including Monitoring and Evaluation requirements and key deadlines.
- b) Provide overall administrative advice and ensure the team adhere to frameworks and all documentation is maintained appropriately for each project
- c) Assess project risks and issues and provide solutions where demands for all development partners are met and quality reports are completed to deadlines.
- d) In liaison with the management, develop and review policies, procedures and guidelines for accountability.
- e) Work with the relevant stakeholders to regularly monitor program operating context and develop a comprehensive strategy for Peace and Governance, Monitoring and evaluation to integrate best practices.
- f) Maintain implementation momentum by consolidating strategies and plans of respective projects.

- g) Work with the ED and PM to develop well-written, organized concept notes and reports that are in line with program outcomes and outputs
- h) Provide updates and analysis of key development trends on Peace and Governance.

INFLUENCING AND REPRESENTATION

- i. Expertly speak on behalf of the organization to Bilateral and international donors, private sector and civil society, National and County government partners.
- ii. Build strong, open and collaborative relationships with diverse donors including institutional funders in line with the organizations strategic plan.
- iii. Under the direction of the Executive Director, develop and maintain relationships with organizations/ actors in key target sectors (e.g., faith organizations, youth groups, women's organizations, CBOs/local nongovernmental organizations (NGOs), local government officials, etc.)
- iv. Recommend to the Executive Director changes to improve efficiency and effectiveness of resource mobilization, program development processes and partnership management.
- v. Participate, where relevant, in external representation of the organization with various stakeholders including donors, other INGOs, County Government, Regional Economic Blocs and National government.
- vi. Communicate effectively to ensure overall program targets are met by staff, county government, local leaders, partner agencies, and other key stakeholders.
- vii. Maintain productive working relationships and ensure close coordination and sharing of information with relevant partners and other program stakeholders.
- viii. Identify opportunities for innovative actions and synergies with other initiatives and partners including in government and private sector.

SUSTAINABILITY AND RESOURCE MOBILIZATION:

- i. Produce internal reports and conduct reviews on the performance and progress of organizational fundraising against agreed financial targets and annual objectives.
- ii. With support from the Executive Director and Programs Manager, research develop and execute strategies for key institutional funding opportunities, including analysing competition, potential for scale and articulating the organizations value-add.
- iii. Remain abreast of sector trends in line with sustainable development goals, build organizational understanding of new donors and contribute information for prioritization of funding opportunities for replication and scale-up.
- iv. Identify new funding opportunities and strategic partnerships, including participating in strategic meetings with donors/investors and peers relevant to institutional funding.
- v. Plan and manage the proposal development process for funding opportunities, working closely with the Program teams and management team to develop high quality funding applications. This includes developing narrative, budgets, log frames and theory of change in accordance with donor guidelines.
- vi. Support other areas of business development (i.e., Result-based financing, public-private partnership, philanthropic fundraising) as required in the organizational strategy. In particular, support the management team in researching and developing a strategic investment framework for RBF.
- vii. Provide business development expertise on Peace and Governance, livelihoods and economic development, climate change and food security, gender and other sectors relevant to the organization's impact.
- viii. Be able to coordinate the documentation and record informative and influence capable program data.

TEAM MANAGEMENT

- i. Provide leadership for performance management of all staff and ensure that they are adequately appraised.
- ii. Supervise and provide support in the development of team members' professional skills and conduct staff performance reviews as appropriate
- iii. Ensure all relevant team members are fully briefed on the terms and conditions of donor agreements/contracts, including Monitoring and Evaluation requirements and key deadlines.

- iv. Develop and implement capacity building plan for the implementing program staff and proactively ensure duty of care and that team members operate in a secure environment and are aware of policies.
- v. Work closely with the Executive Director, Programs Manager and Finance Manager to recruit, orient and lead team members as needed.

FINANCE MANAGEMENT AND COMPLIANCE

- a) Provide oversight to the procurement process as when needed and update the management in accordance with the organization policies and donor rules and regulations.
- b) Coordinate the negotiations and compliance of agreements and contracts with external consultants and any other key resource persons.
- c) Take lead in drafting and/or review consultancy scope of work, support in managing aspects of consultancy technical deliverables, efficacy and contract budget.
- d) Monitor program spending and partners budget to ensure activities are implemented within the cost, time and in compliance with donor regulations and Pamoja policies.
- e) Where applicable, support partners develop activities mini budgets for effective implementation.
- f) Ability to develop concise reports and submit them in time as per organizational and donor standards.

Direct supervisor: Programs Manager and Executive Director

Works closely with: MERL Coordinator, Finance Manager and Communication Officer.

Supervises: Program Officers and Field officers.

3. QUALIFICATION AND EXPERIENCE

- i. 5+ years of work experience in senior management, fundraising or proposal development in the NGO development context.
- ii. Master degree in Business management, Program management or Strategic management, Political science, public policy or related field
- iii. Experience in Training and facilitation of Peacebuilding, conflict transformation, democracy and governance processes are highly desirable; and
- iv. Highly organized team player, with pro-active and flexible work style, experience, knowledge and understanding of the NGO sector
- v. Ability to build and maintain relationships with colleagues, partners, beneficiaries, government, donor organizations and other stakeholders;
- vi. Excellent oral, written, and structured presentation skills with the ability to address senior management and technical audiences;
- vii. Exposure to ability to develop and utilize digital tools and applications in the context of development corporation practice would be advantageous

4. DESIRED COMPETENCIES:

- i. Preparing information for advocacy as well as identify and communicates relevant information for a variety of audiences for advocating
- ii. Results-Based Programme Development and Management: Contributes into results through primary research and analysis, assesses project performance to identify success factors and incorporates best practices into project work;
- iii. Building Strategic Partnerships: Maintaining a network of contacts, identify needs and interventions for capacity building of staff, clients and potential partners,
- iv. Enhancing processes or products; Performs appropriate work analysis and assists the Program Manager and Executive Director in redesign to establish clear standards for implementation
- v. Promotes international, local and national ownership and participation wherever possible;
- vi. Ability to operate in multi-cultural and interdisciplinary global teams. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- vii. Fluency in spoken and written English and swahili with systematic drafting skills;

5. Duty station

The duty station will be in **Nairobi Office** with frequent field missions taking up to 40% of the total time.

How to Apply:

If you meet the requirements described above, send your application to hr@pamoja-transformation.org quoting the position on the e-mail subject line. The application to include cover letter summarizing academic and professional qualification, skills, expected salary, and a detailed Curriculum Vitae (CV) with at least three professional referees submitted as a single pdf. Testimonials shall be presented during the interview for the shortlisted candidates. Only the shortlisted candidates will be contacted.

Deadline for applications submission is 20th July, 2023 close of business.