

act:onaid Job Description and Person Specification

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| Job Title: | Programme Manager – Women’s Rights (WER) and Governance (GOV) | | |
| Unit | Programmes and Strategy Unit | Job Family: | Programs |
| Reports to: | Programmes and Strategy Lead | Grade: | F |
| Location: | Nairobi, Kenya | | |
| Direct Reports: | Programme Manager – Youth and Governance; Project implementation team | | |
| Job Role | | | |
| Role Overview: | <p>Under the general direction and guidance of the Programmes and Strategy Lead, the Programme Manager - Women’s Rights and Governance will be responsible to provide leadership, growth and coordination of AAIK’s work on engaging with the national social movements and coalitions for policy influencing on women rights.</p> <p>The execution will focus on strengthening the approaches to realise the organization's aspirations on Women’s Rights and Governance. The job holder will be responsible for strategic direction, growth and coordination of AAIK’s work on engaging with the national social movements and coalitions for policy influencing on women rights issues and manage approaches to women rights and governance work.</p> <p>The role will conceptualize, design, mobilize resources, implement and report on initiatives, monitoring programme quality, documentation and dissemination of innovations and good practices. The role holder will oversee cost effective programmes in Women Rights governance programmes aimed at building the capacity of women and girls from communities living in poverty and exclusion to gain power to secure their rights. S/he will ensure that the Women’s Rights and Governance programming is of excellent technical quality, attracts significant donor funding and contributes to AAIK’s strategic objectives, national/global learning, and advocacy.</p> | | |
| Accountabilities | | | |
| Key Accountabilities / Responsibilities: | Key Activities | | |
| Values Practice & Strategy Change Priorities | <ul style="list-style-type: none"> • Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • Child protection and safeguarding –Embed AAIK and sector’s approach to child protection and Safeguarding is embedded in all initiatives holistically • AAIK Values Practice – Ensure a personal and team culture that demonstrates all of AAI’s Values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility | | |
| Organisational and Corporate Development | <ul style="list-style-type: none"> • Support the development and achievement of the AAI’s strategic objectives including Country Strategy development. • Keep the other members of the AAIK informed on women’s rights and governance programming • Manage close communication links with the respective Global Secretariat Team. • Ensure compliance & stay current with international, regional, and local legal requirements in the programme respective areas | | |
| Programming Design and Development | <ul style="list-style-type: none"> • Be fully aware of and actively participate in the development and review of country strategy and thematic programme plans. • Lead the LRP staff and national staff on the multi-year in development of programme frameworks in accordance with HRBA Approach on Women’s Rights and Governance | | |

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| | <ul style="list-style-type: none"> • Collaborate with other thematic sectors and clearly reflect crosscutting issues such as women's rights, governance, and inclusion. • Develop of and manage realization of Women's Rights and Governance plans as part of country annual plans • Ensure that programme strategy supports and demonstrates good practice in localization, women leadership, feminist principles, and coordination • Ensure that our Women's Rights and Governance programming is built around the Theory of Change, HRBA and aligns with AAIK's Programme Quality Framework. • Work with other unit staff and support functions to ensure that high quality, integrated, cost-effective, innovative, and sustainable Women's Rights and Governance programmes are developed and realised in line with Country Strategy and Annual Plans. • Work with global Women's rights and governance teams to localize global initiatives aimed at delivering concrete results for PLIPE. |
| <p>Policy Analysis, Representation and Advocacy</p> | <ul style="list-style-type: none"> • Work closely with the Programmes and Strategy team to develop policy research and advocacy strategy, policy briefs and position papers in Women's Rights and Governance in line with Country and Global strategic plan for AAIK/ AAI • Regularly access and communicate the implications for AAIK's programme and priorities of any changes in the operating environment relevant to this theme in close collaboration with others. Ensure alignment of strategy with respective county integrated development plans and legal frameworks. • Work in collaboration with the Communications Coordinator to develop policy briefs and position papers as and when required related to the Women's Rights and Governance programming. • Clearly articulate the Women's Rights and Governance advocacy messages for AAIK and develop advocacy plans in collaboration with the Communications Coordinator and ensure implementation at national, county and community level. • Represent and advocate for AAIK with UN agencies, donors, Government of Kenya, NGOs and others at the highest levels in both verbal and written communications to ensure AAIK is seen as the lead international agency in terms of innovation and quality of implementation in Women's Rights and Governance, especially in collaboration with partners. • Ensure presence at relevant coordination meetings at national and regional levels, as well as other key donors and stakeholders. • Supply the Programmes and Strategy Team with relevant reports on women's rights and governance for planning. • Advise field teams to ensure adequate field visibility through attendance at technical meetings at county and ward level. • Support active dissemination of programme findings and lessons learned through the production of high technical quality lessons learned documents and their effective dissemination to key stakeholders. |
| <p>Resource Mobilisation</p> | <ul style="list-style-type: none"> • Lead on strategic fundraising to support implementation of Women's Rights and Governance plans and related advocacy. This includes fundraising for projects, research, and advocacy to support change objectives in policy and practices. • Build on technical knowledge, personal understanding of the Women's Rights and Governance policies and services in Kenya, and current/previous programming, to develop proposals for funding. • Ensure all new programmes support the achievement of country strategic objectives and Government of Kenya policies and legal frameworks. • Analyse donor priorities and positions on issues related to Women's Rights and Governance; working with Fundraising unit, identify institutional funding opportunities and developing and maintaining contacts with potential donors, partners, and key technical agencies. • Ensure that new partnerships reflect the programme quality we expect of ourselves and build the capacity of partners to do effective Women's Rights and Governance work. |

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| | <ul style="list-style-type: none"> • Draw on assessment data from the field that reflects community priorities and government policies for new programming opportunities. Draw on assessment data from the field that reflects community priorities and government policies for new programming opportunities. |
| <p>Programme Quality</p> | <ul style="list-style-type: none"> • Monitor and provide timely, relevant, accurate input on overall technical aspects of AAIK's Women's Rights and Governance programmes work in Kenya. • Ensure that all Women's Rights and Governance and other programme staff receive the necessary and appropriate technical support. • In consultation with staff and project managers provide a range of advice, support, training, and/or other assistance required to facilitate high quality programming and ensure that this is delivered in a timely manner. This will involve regular visits to AAIK and partners operational areas. • Assist in the development of tools for project staff and partners to improve the quality of Women's Rights and Governance work. Where necessary provide technical training for project staff and partners as required (assessment tools, programme quality tools, etc.). • Lead the recruitment and subsequent management of contracted consultants as per the recruitment guidelines. • Review relevant monitoring reports to donors to ensure that reports are of acceptable quality before submission. Provide support where necessary to improve report-writing skills. • Provide input on partner selection and provide technical coaching of partners in Women's Rights and Governance including sharing of relevant publications, tools, and training opportunities. • Analyse and provide feedback on programme implementation on women's rights and governance |
| <p>Monitoring and Evaluation</p> | <ul style="list-style-type: none"> • Work with MEAL team to develop and up-date monitoring and evaluation framework and key indicators for Women's Rights and Governance that helps each project improve quality of reporting, clearly articulate progress and impact of projects, identify issues for advocacy and input for new programmes/projects in the future. • Participate in the design of baseline, mid-term, and end of project evaluations for Women's Rights and Governance programmes, including working with MEAL Coordinator on Terms of Reference and consultant selection. Monitor the evaluation process and provide input and clarification as needed. Review evaluation findings and ensure that lessons and recommendations are captured in the lessons learned database. • Regularly review and monitor programmes for child safeguarding and safe programming issues. Take corrective action in modifying programme activities and/or report incidents around Women's Rights and Governance |
| <p>People Management, Mentoring and Development</p> | <ul style="list-style-type: none"> • Build an understanding on Women's Rights and Governance in both emergency and development contexts. • Evaluate direct reports regularly and ensure the recruitment, training, and promotion of staff as appropriate • Ensure availability of and support appropriate professional development opportunities for staff. • Ensure that all Women's Rights and Governance staff proactively build and maintain technical skills and competences required for leading and/or inputting for quality development or humanitarian programmes. • Manage the performance of all direct reports through: effective use of performance management system including establishing of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; coaching, mentoring and other development opportunities; recognition and rewarding for outstanding |

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| | performance; documentation of performance that is less than satisfactory, with appropriate performance improvement plans. |
| Other Duties | <ul style="list-style-type: none"> Participate actively in Programmes and Strategy meetings, planning and review activities, providing enhanced insight into Women's Rights and Governance programming. Actively participate in key relevant internal meetings such as programme review meetings or LRP Area meetings as required. Participate in any donor visit to project(s) within AAIK, as required. Perform other functions that will be assigned by the Line Manager or Executive Director from time to time. |
| Typical People Management Responsibility | |
| Approximate number of people managed in total | 5 |
| Matrix Manager – (projects/dotted line) | No |
| Team Leader | Yes |
| Manager of Team Leaders/Managers | Yes |
| What is the global remit? Operates in: | |
| Own country | Yes |
| Key Relationships to reach solutions | |
| Internal (to ActionAid or team) | Internal and External |
| Country Senior Management Team | SMT, Uamuzi, Staff, Partners and Community |
| Peer | Women's Rights and Governance Advisors, Manager, leads |
| GS staff | PAGE |
| Executive Director | |
| Person Specification | |
| Education & Certifications | <ul style="list-style-type: none"> A bachelor's degree in social sciences, policy development or its equivalent from a recognized University. |
| Experience | <p>Appointment to the position will be made from persons who have:</p> <ul style="list-style-type: none"> A minimum of six (6) years post-academic experience in women's rights and governance programming. Demonstrable experience in working within influential coalitions and networks. Demonstrable experience in advocacy and campaigns on women's rights and governance programming Demonstrable experience in building capacity of partners and staff on Disaster Response, Risk reduction and resilience building. Experience of managing partnership relationships; and Understanding of different donor requirements and ways of working. |
| Essential knowledge and skills | <ul style="list-style-type: none"> Excellent negotiation and communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting AAIK staff. Strong leadership and management skills Strong analytical/problem solving, and management of crisis, conflict, and risk A strong commitment to embedding feminist leadership and AAIK's humanitarian signature. A good understanding of human rights, women's rights, and socio-economic justice |

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| | | <ul style="list-style-type: none"> • A strong commitment to adhering to and promoting AAIK's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk). • Excellent conceptual, analytical, documentation and presentation skills • Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders • High degree of integrity, dependability, and confidentiality • Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train • Ability to work independently and be self-motivated |
| Desirable Knowledge and Experience | | <ul style="list-style-type: none"> • Programme implementation and project management is preferred |
| Competency Profile | | |
| Leading organisation | Strategic perspective | Demonstrate alignment of the Organisation's strategic priorities and goals. |
| | Change management | Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening, and building commitment. |
| | Decisiveness and Agility | Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment. |
| Leading others | Leading Teams | Attracts, motivates, and develops high performing teams. |
| | Building Collaborative Relationship | Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture). |
| | Communication | Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively. |
| Leading self | Leading with Purpose and Credibility | Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values |
| | Innovation and Taking Initiative | Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities |