

act:onaid Job Description and Person Specification

Job Title:	Programmes and Strategy Lead		
Job Family:	Programmes and Strategy		
Reports to:	Executive Director	Grade:	G
Location:	Nairobi, Kenya		
Direct Reports:	Programme Manager – Women’s Rights and Governance; Programme Manager – Resilient Livelihood and Emergencies; Programme Manager-LRP Coordination and Partnership; Monitoring, Evaluation and Learning Coordinator; ICT4D Coordinator (5)		

Job Role

Role Overview:	<p>The Program and Strategy Lead oversees the strategy and management of the team ensuring women rights, accountability and human rights-based approaches are integrated in grounding our work while leading creation of platforms for influencing and engaging in national policy research, advocacy and campaign aligns to Federation’s campaign signature. The job holder shall collaborate with the Executive Director to deliver on AAIK’s strategic role in the federation.</p> <p>Reporting to the Executive Director the job holder is a member of Uamuzi – AAIK’s Senior Leadership Team. S/he will Work with other senior leaders to shape AAIK’s vision and goals, oversee the strategy and planning of Program Design and development, directly manage 5 staff. S/he will foster a healthy team culture of inclusion and continuous improvement and lead recruitment and talent development for the Program and strategy team to deliver sound programme design and development. S/he will manage up to 60% of the organizational budget for programme implementation</p>
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Accountabilities

Key Accountabilities / Responsibilities:	Key Activities
Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement 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"> Contribute to the development and achievement of the AAI’s strategic objectives including Country Strategy development. Ensure that the long-term financial strategy of the country programme is viable. Keep the other members of the AAIK Management Team informed about programmes and strategy. Establish and develop close communication links with the Global Secretariat Team. Ensure compliance & stay current with international, regional, local legal & legislative requirements
Strategy development	<ul style="list-style-type: none"> Significantly contribute to the development, review and implementation of the Country Strategy Paper Work closely and collaboratively as a member of the Senior Management Team to lead delivery of programme goal and objectives with the support of the other functions.

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	<ul style="list-style-type: none"> Work with the Executive Director for effective change management within the AAIK Programme keeping AAIK relevant and progressive to changing internal and external contexts. Represent AAIK at internal and external events and meetings as appropriate. Ensure women rights programming with human rights-based approaches and accountability to community living in poverty and exclusion are well grounded in all programmes, policy and campaigns work. Oversee the mobilisation of women led organisation, social movements and to engage with key policy and governance spaces in favour of women, youth and people living in poverty and exclusions
Programme Management	<ul style="list-style-type: none"> Provide leadership and management support to AAIK programme and project teams, leading on development and implementation of Annual Programme Planning & budgeting and leading timely and quality delivery of projects. Work with programme and project managers to develop robust and successful proposals for new projects and ensure delivery of existing projects. Ensure that the programmes and projects implemented fully embed the AAIK's core approaches i.e. working in partnership with people living in poverty and exclusion and their social movements, Women's leadership, social accountability, resilience building, feminist principles and inclusion Ensure awareness of and full compliance with AAIK, donor and government requirements, including the timely preparation and submission of quality narrative and financial reports. Liaise closely with Global Secretariat and Country Support Team Africa 1 to draw support from and facilitate the sharing of learning and adaptation. Ensure that policy and campaign initiatives are grounded from local county to the national and international level Lead design, develop and oversee policies and compliance in guiding humanitarian response while integrating the humanitarian signature and integrate the humanitarian response to AAIK long term programming
Partnership development	<ul style="list-style-type: none"> Ensure management of partner portfolio and development/maintenance of high-quality partnerships internal and external partners including donors, relevant Government agencies and line ministries and other International NGOs. Build, leadership and management of multi-partner consortia/alliance relationships Support the strengthening of partnerships with communities for inclusion of community led programming.
Monitoring, evaluation and learning	<ul style="list-style-type: none"> Work closely with the Monitoring, Evaluation ad Learning Coordinator for Learning, Impact and Accountability purposes to promote, develop and roll out the country Planning, Monitoring, Evaluation and Reporting Framework Support Head of Fundraising in conducting donor external evaluation exercise Work closely with the Senior Programme Managers to develop minimum quality standards in line with the programme quality audit framework.
Resource Mobilization and Grants Management	<ul style="list-style-type: none"> Work closely with the Executive Director and other SMT members, the Senior Programme Managers and Fundraising team to develop and maintain a diversified, robust and stable funding portfolio required to implement the country strategy paper. Explore potential partnerships and consortia with other strategic national and international organizations for joint programming and fundraising

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	<ul style="list-style-type: none"> In collaboration with the Finance and Operations Lead and Programmes and project managers, ensure that narrative and financial reports to donors are of quality and submitted to fundraising unit for timely submissions
Budget Management	<ul style="list-style-type: none"> Work closely with the Finance and Operations Lead to support AAIK's Programmes and Strategy Team develop, manage and monitor programme budgets ensuring value for money and that programme expenditure is within agreed budgets Together with the Executive Director, be accountable for AAIK Programme's resources and assets Work closely with the Finance and Operations Lead, co-chair Programme management Team for Review Meetings, and ensure that AAIK procurement and other policies, procedures, and control systems are followed and programme activities are implemented on time as agreed with donors
People Management	<ul style="list-style-type: none"> Effectively Lead and manage the Programme and strategy team, ensuring a shared vision, team work, effective communication, active engagement, transparent and participatory yet productive decision-making and management approaches Support the Executive Director to instigate structural reform within AAIK Programme, focusing on changes to the Programmes and Strategy Team (including, where necessary, supporting the recruitment of new staff) to align with the current Country Strategy Paper Working with all members of the AAIK Programme and Strategy Team and other units to ensure the effective participation and engagement in the design, implementation, monitoring and reporting of programmes Provide department oversight and directly supervise staff by reviewing individual work plans. Work with the HR Unit and Programmes and Strategy team to develop and implement effective ways through which performance is adequately managed in an empowering and women friendly work culture Work with HR to develop feminist leadership and women friendly environment within AAIK. <p>And any other duties that may be assigned from time to time. Participate in Board and committee meetings and give necessary support and information.</p>
Other Duties	<ul style="list-style-type: none"> Perform other functions that will be assigned by the 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
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Key Relationships to reach solutions

Internal (to ActionAid or team)	Internal and External
Country Senior Management Team	SMT, Uamuzi, Staff, Partners and Community

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Peer	Heads of Programmes/ Programmes and Strategy Leads/Programmes Directors	
GS staff	PAGE	
Executive Director	Direct Reporting	
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in Social Sciences or its equivalent from a recognized University; • Master's degree in social sciences or its equivalent from a recognized University is desirable; 	
Experience	<p>Appointment to the position will be made from persons who have:</p> <ul style="list-style-type: none"> • Have at least Eight (08) years working experience in policy/programmes function in an INGO or a large organization of which at least three (3) years must have been at management position; • Have demonstrated in-depth understanding of programming issues and Policy work at organizational, national and international levels; • Have practical experience in donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes; and • Understanding women's rights issues in development and demonstrable commitment to promoting gender equity within the organization and in programme work. • Well grounded in the interpretation and execution of the Feminist Principles • Experience and knowledge of Kenya country and context will be an added advantage. 	
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 • 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, advise, mentor and train • Ability to work independently and be self-motivated 	
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • 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.

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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