



Head of Programs

Next Step Foundation

Nairobi

Job Title:	Head of Programs
Direct Supervisor:	Executive Director
Supervision:	Program Manager
Work Environment:	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Travel Required:	Yes
Position Type:	Full-time
Location:	Nairobi, Kenya



POSITION OVERVIEW

The Next Step Foundation is a 501c3 foundation that accepts and deploys charitable donations to implement projects that combine the power of technology with talented but underserved individuals to advance their economic inclusion.

We leverage the power of technology to train and upskill people from marginalized communities – with a particular focus on people living with disabilities, and young women, to equip and empower them to fully participate in the new digital economy.

Our offices are in Austin, Texas USA, and Nairobi, Kenya. We deliver projects across East Africa.

We are seeking an experienced and dynamic Head of Programs to lead our program teams. This is a unique opportunity to be part of a collaborative team that creates impact in our community.

The role holder is responsible for successfully managing the Programs Unit according to the strategic direction set by the Executive Leadership Team. The role holder is integral to achieving the broader strategic goal of the Next Step Foundation (NSF) that is aligned with the organization's objectives. He or she must enjoy people development, working with multifunctional teams led by Program Managers across the organization to drive corporate strategy (for the unit) and vision in the country(ies), and meeting the requirements of donors and partners on programs we are implementing.

ROLE AND RESPONSIBILITIES

Strategy Development and Implementation

- Provide support to the Executive Director on strategy, planning, budgeting, and programming.
- Collaborate with the Senior Leadership team in developing a vision and strategic plan to guide, develop and align the organization.
- Develop program strategies, delivery plans, budgets, and resourcing plans to achieve NSF strategic objectives.
- Identify, assess, and inform the Executive Director of internal and external issues that affect the delivery of programs by the organization.

Program Management

- Support the Executive Director in enhancing program strategies and quality, fostering partnerships, and ensuring accountability all in alignment with NSF and donor policies.
- Guarantee that program implementation adheres to schedule, objectives, and budget, employing efficient NSF and other standard program quality tools to attain the intended impact.
- Define program success criteria and disseminate them to involved parties throughout program life cycle.
- Oversee the efficient and effective day-to-day operation of the programs, through establishing an operating procedure and work assignments.
- Oversee the planning, implementation and evaluation of the programs, initiatives, and interventions.
- Ensure that the programs and interventions offered by the division contribute to the organization's mission and donor goals.

- Guarantee the efficient and transparent utilization of financial resources, along with timely, precise, and informative reporting adhering to both donor and NSF policies and procedures.
- Develop partnership frameworks, partner agreements, and Memorandums of Understandings.
- Monitor the day-to-day delivery of the programs and interventions to maintain or improve quality and performance.

Donor Relations

- Support fundraising opportunities by participating in program design and proposal writing.
- Support donor reporting and communications on program progress as outlined by the donor.
- Represent NSF in working groups, forums, and program design workshops.

Human Capital planning and Development

- Motivate and supervise programs team members and contractors and influence them to take positive action and accountability for their assigned work.
- Determine and assess staffing requirements for program delivery.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate policy regulations.
- Recruit, interview and select programs employees that have the right technical and personal abilities to help further the organization's mission.

ROLE AND RESPONSIBILITIES

- Design and conduct internal training for the programs team in order to enhance the competency levels of the team members..
- Performance Management: Manage program employee performance e.g. Weekly/monthly continuous performance discussions and provision of feedback.
- Succession Planning: Develop the next leadership bench in your team through identifying and working with HR in developing your team's talent potential e.g. coach, mentor and facilitate development of direct reports.

Financial planning and management

- Plan, execute and finalize programs according to strict deadlines and within budgets. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver programs as planned.
- Ensure that sound bookkeeping and accounting procedures are followed from project kickoff to closure.
- Provide the Executive Director and Finance Manager with comprehensive, regular reports on the revenues and program expenditure on the go.

Corporate Positioning and Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, and partners), property, finances, goodwill, and image and implement measures to control risks.
- Represent and continuously position the Organization's brand to internal and external programs stakeholders to enhance NSF community profile.
- Communicate with project stakeholders to keep them informed of the organization's work and to identify changes in the community served by it.
- Establish good working relationships and collaborative arrangements with community groups, regulators, consortiums, and other organizations to help achieve program goals.
- Proactively manage changes in program scope, identify potential crises and contingency plans.
- Conduct program postmortems and create a recommendations report to identify successful and unsuccessful program elements.
- Develop best practices and tools for program execution and management.



PERSON SPECIFICATIONS

Academic Qualifications

- Master's degree in a related field from a recognized university is desirable.
- Bachelor's degree in a related field.

Professional qualification.

- Relevant professional qualification
- Member of a relevant professional body

Experience

- Minimum of ten (10) years' relevant experience in a similar organisation with four (4) at managerial level.
- Experience in faced-paced multi-cultural organization in leadership role.
- Deep understanding of Program Management, and Process implementation.
- Demonstrable experience in developing participants-focused, differentiated, and achievable interventions.
- Proven leadership experience in a multi-cultural environment.

Personal Attributes

- Work experience in fast-growth environment.
- Proven willingness to develop others potential within their teams.
- Effective and demonstrated leadership skills for goal achievement.
- Strong written and verbal communication skills.
- Agile and resilient and shows interest in continuous personal development.
- Highly Analytical and Training skills

**Women and persons with disability are encouraged to apply.
Please include "Head of Programs Application" in the subject line.**



HOW TO APPLY

Shortlist (www.shortlist.net) is NSF's exclusive recruitment partner for this role. Applications will be considered on a rolling basis until the position is closed, though early applications are strongly encouraged. In case you have any questions, please forward them via email along with your updated resume to the following addresses:

Michael Pierson
Associate Partner
michael@shortlist.net

Esbon Kyalo
Talent Consultant
esbon@shortlist.net

