

Position: Programs Manager

EPTF, Economic Projects Transformational Facility is a Ministry of The Navigators Kenya that focuses on entrepreneurship development, which includes training, mentoring and Business Development Support Services with the view of transforming lives. Our vision is Empowered Kingdom Minded Entrepreneurs Transforming Communities & Mission is to Nurture and Empower Entrepreneurs through Training, Mentoring and Business Development Support Services.

We are looking to hire a God fearing, ambitious, proactive and dynamic professional to join our team as the Programs Manager. This will be key personnel responsible for the successful delivery of the whole of the proposed change, co-ordination of the programme's projects and management of their inter-dependencies.

Job Title	Programs Manager
Overall Responsibility:	Reporting to the Chief Executive Officer, the job holder will be responsible for the successful delivery of the whole of the proposed change, co-ordination of the programme's projects and management of their inter-dependencies.
Availability & Duration	Full-Time
Job Location	Nairobi with frequent travel to the regions.
Major Responsibilities:	
<p>The Programme Manager is responsible for;</p> <ul style="list-style-type: none"> • Planning and designing EPTF's Programs, proactively monitoring progress and managing programs operations on day to day basis. • Defining the Programs governance arrangements, develop reporting procedures and guidelines to ensure quality and timely submission of reports to the donors and other stakeholders. • Developing Monitoring & Evaluation tools and ensuring a proper system is in place. • Ensuring effective delivery and the overall integrity of the EPTF's Programs - focusing inwardly on the internal consistency of the projects, and outwardly on its coherence with the agreed standards between EPTF and its stakeholders. • Managing the Programs budget, monitoring expenditure and costs in line with the budgets provided as well as against delivered and realized benefits as the programs/projects progresses. • Facilitating the recruitment of projects staff, provide training and building capacity for staff. • Ensuring the delivery of new projects to the appropriate level of quality, on time and within budget, in accordance with the programs plan and programs governance arrangements. • Ensure effective and efficient management of project resources as well as the allocation of common resources and skills within the programs individual projects. • Managing third party contributions to the EPTF's Programs and Projects & Initiate partnerships for programs sustainability. • Managing both the dependencies and the interfaces between projects. 	

- Managing risks to the programme's successful outcome.
- Working with the Growth Manager or equivalent to Market EPTF in the area of assignment e.g. its advisory services, capacity building courses.
- Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise.
- Reporting the progress of the programme at regular intervals to the Director and other intended recipients.

Relationship & Leadership

- Contributes towards establishing and maintaining relationships with internal & external stakeholders and partners.
- Contributes towards expanding strategic partnerships with the objective of enhancing EPTF's delivery of its mission.
- Keep abreast of EPTF's Programs and have understanding of the organizations culture and history.
- Ensure that all EPTF's Resource mobilization initiatives are in line with Godly principles for business.

Personal Attributes:	<ul style="list-style-type: none"> • Mature born again Christian with a passion for growth and maturity in the Christian faith.
Education :	<ul style="list-style-type: none"> • Master's degree in Programs Management or a business related field. • Bachelor's degree in Projects Management or in Community Development field will be an added advantage.
Experience :	<ul style="list-style-type: none"> • Proven work experience; At least 5 years of proven experience in a similar position. • Prior experience in designing, implementing and monitoring development of projects designed to improve competitiveness in community development and value chain development. • Prior experience working effectively with high-level personnel from government, non-government, private sector, donor community, implementing partners and other development players. • Previous experience with not for profit organization will be an added advantage. • Experience working in deadline-driven environments.
Skills and Competencies:	<p>The individual appointed as Programme Manager must have the necessary seniority to be able to take on the responsibilities associated with the role. The balance of skills required of a Programme Manager often changes as the programme develops.</p> <ul style="list-style-type: none"> • Effective leadership, interpersonal and communication skills. • The ability to motivate, command respect and to create a sense of co-ownership amongst the members of the project teams. • Good knowledge of techniques for planning, monitoring and controlling programmes. • Good knowledge of programme and project management methods. • Strong written and oral communication skills. • Excellent presentation skills required to build relationships with potential

and existing partners.

- High standard of IT & computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Demonstrable ability to plan and prioritize own workload with minimum supervision.
- Strong interpersonal skills, particularly in relation to other staff, stakeholders and partners.

Qualified and interested candidates should send an application letter, attaching a CV [max. 3 pages] and academic testimonials to the EPTF's communication desk, email: communications@eptf.org and CC to the CEO: marykamore@eptf.org by Friday, 9th March, 2018.