



SUSTAINABLE APPROACHES FOR COMMUNITY EMPOWERMENT (SAPCONE)

EMPLOYMENT OPPORTUNITY

SAPCONE is an organization whose mandate is to work with people particularly Pastoralist, Fisher-folk and Agro-pastoralist communities in Northern Kenya as the main beneficiaries of Governance and Social Accountability, Education and Child Protection, Sustainable Community Livelihoods and Peacebuilding & conflict transformation programs. We do this through innovative, integrated, graduated, right based and community empowerment approaches. It was founded in 2006 as a Community-Based Organization and registered by the National NGO board as National Public Benefits Organization in Kenya in 2011. It has its programs and operations in Turkana County in Kenya and along cross-border communities of South Omo Regional state in Ethiopia.

SAPCONE is seeking a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

HEAD OF PROGRAMS — [1 POSITION]

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| Reference : | SAP/ HOP/003/2024 |
| Job Title | Head of programs |
| Reports to | Executive director |
| Direct Reports | Program Managers, Area Managers, Project Coordinators and M&E Coordinator |
| Duty Station | Lodwar |

Job Purpose

The Head of Programs will be responsible for leading, developing and managing the program team to achieve the aspirations of SAPCONE Strategy through Programme Development, effective coordination, consolidation, technical support and guidance by ensuring a cohesive team spirit and motivation to perform. The Head of programs will also ensure proper management and resource mobilization, prioritization and allocation, and work plan coherence to deliver SAPCONE strategy.

Duties and Responsibilities

Key Responsibilities :

- Programme Planning, Management and Implementation
- Fund Raising & Donor Relationship Management
- Program Reviews, Monitoring, Evaluation, Program Learning and Reporting
- Partnerships and Networking
- Policy Management and Compliance

Specific responsibilities

- Provide leadership in the development of strategic plans and budgets for all programs in the organization
- Provide leadership to the Programme Team towards achieving the objectives of the organization's strategy of SAPCONE
- Review and ensure alignment of program priorities, strategies and plans to the CSP and the broader SAPCONE's strategies, plans and campaigns.
- Support the Executive Director and the Senior Management Team to lead the development of both strategic and operational plans by organizational strategy and planning guidelines
- Ensure SAPCONE's programme activities are grounded, strongly interlinked, and consolidated at the national level in line with SAPCONE's
- Ensure quality implementation of all projects of SAPCONE
- Ensure learning is documented by the programme team in the most effective way demonstrating value for money.
- Support the Executive Director, in developing and managing relationships within the country and outside donors.
- Lead on development of programme ideas into quality grant proposals through a community-based, participatory approach.
- Collaborate with SAPCONE's business development units to respond to potential funding opportunities in the country.
- Ensure close monitoring of the program works in the field to ensure alignment and contribution to SAPCONE strategy, monitor the flow of information and systemic documentation of quantitative and qualitative achievements in the field and lessons learned thereof.
- Ensure quality and timely submission of quarterly and annual or required programme and project performance reports as per desired standards and guidelines.
- Ensure compliance with approved programme and project plans.
- Promote evidence-based learning and the agenda of advancing alternatives.
- Represent the organization/departments in various programme-related knowledge-sharing and learning forums, document and share feedback with the team.
- Monitor and advise on programme and project spending and variance reports as per organizational process and procedures.

Specific responsibilities

- Track trends in contemporary development programming and programme management practices, document and provide advice/ recommendations on key developments to SMT
- Support Program Managers and coordinators to strengthen networks in SAPCONE's collaboration areas.
- Support the Programme Managers and coordinators in strengthening relationships with the strategic programme teams and alliances
- Represent SAPCONE and participate in network and alliance meetings, events and forums at County and national levels.
- Ensure effective information flow and communication with other stakeholders including partners, county as well as national teams.
- Initiate and nurture networks and alliances with academia and research institutions.
- Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization.
- Coordinate and support the review of SAPCONE's partnerships.
- Ensure follow-up of partners after reviews and reflections.
- Lead the development and implementation of SAPCONE's guidelines for the management of partnerships in line with the strategy and other relevant organizational policies.
- Participate in the review and update of SAPCONE policies and procedures and advise the SMT on the potential implications of the new system, policies and procedures.
- Implement all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision.
- Adhere/ Comply with approved organisational policies and procedure
- Lead and manage the program team to achieve its mandated targets by annual operational plans.
- Ensure an empowering work environment and team building in compliance with SAPCONE 's values, principles and attitude.
- Ensure an enabling environment for staff performance, recognition and reward of the program team to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
- Participate in the review of staff job descriptions and setting of performance standards.
- Involved in recruitment of staff under the supervision of HoP.
- Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary.
- Ensure that performance records of staff under supervision are submitted to HR on time.
- Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.
- Works with HR Function to identify training needs and development opportunities for supervised staff.
- Develop, monitor, review and update the Programme department activity, and work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible.
- Review and approve programme concepts, and partner financial requests as per organizational process and procedures.
- Manage the expenditure and disbursement of resources allocated to the program department.
- Review programme expenditures from the programme team line staff to ensure conformity to the Financial Policies and Procedures Manual (FPPM).

• **Qualifications: Education/Knowledge/Technical Skills and Experience**

- A Bachelor's degree in International Development, Project Planning and Management, Development studies, or a related field.
- Minimum of five (5) years of professional experience in implementing programs, preferably of USAID, UKAID, DCA/DANIDA, UNICEF, ILO and other international donor-funded programs; experience working on programs focused on civic education, youth leadership and development, and/or employment/entrepreneurship preferred.
- Ability to coach on the building of strong, credible relationships with local and international NGOs, movements and networks, government institutions, business leaders and other relevant stakeholders.
- Proven success in designing, implementing, and operating program systems from program initiation to closeout stages.
- Strong strategic leadership and managerial skills to coordinate programs team to deliver on the strategic objectives.
- Excellent communication skills, in written and verbal English, highly impactful influencing and persuasions.
- Ability to adjust to constantly changing situations while maintaining focus on delivery and follow-up
- Strong analytical and conceptual thinking skills, able to understand complex issues and translate them into simple, workable actions and plans.

Application Procedure/ How to Apply

If you believe you have the above qualifications, skills, experience and desire to join SAPCONE in the mentioned capacity, please apply by sending a detailed Curriculum Vitae, ID Card and cover letter to: hr@turkanapeople.org ; clearly indicating the position on the subject title "SAP/HOP/003/2024".

N/B: Emails without a subject title will be disregarded. Hand-delivered applications should be addressed to the

**HUMAN RESOURCES OFFICER—SAPCONE
P. O. Box 125-3000
LODWAR**

So as to reach him not later than **07/05/2024** and delivered to SAPCONE Headquarters offices,
in Kanamkemer-Kambi Mpya area, Lodwar.

The Deadline for the applications is at 5.00 pm (1700hrs), Tuesday 7th May 2024.

SAPCONE is an Equal Opportunity Employer,
Female candidates are encouraged to apply.

