Programme manager
(full-time consultancy opportunity)

Strengthening the SDGs Kenya Forum as an accountability platform for gender and development

Role profile
About the SDGs Kenya Forum

The SDGs Kenya Forum is an inclusive membership national platform and a convener on the 2030 agenda for Sustainable Development Goals (SDGs). It provides space for structured and coordinated civil society organisation (CSOs) engagement with (national and subnational) governments, citizens, the private sector, media, academia and development partners. The forum engages with the Government of Kenya and all stakeholders involved in the implementation, review and follow up on 2030 Agenda for Sustainable Development Goals.

Since 2019, the Forum has been implementing the programme: ‘Strengthening the SDGs Kenya Forum as an Accountability Platform for Gender and Development’ (funded by the Bill & Melinda Gates Foundation). The main goals of the programme are:

- Accelerating SDG5 implementation in Kenya, by supporting the government’s and CSO’s ability to deliver on gender equality priorities.
- Strengthening the SDGs Kenya Forum as an accountability platform on SDGs Implementation in Kenya.

To support both ongoing work and the above-mentioned programme, SDGs Kenya is seeking a consultant project manager.

Development Initiatives (DI) hosts the SDGs Kenya Forum Secretariat and is a strategic partner in the implementation of the project.

Purpose of the consultancy position

The purpose of the consultancy is to provide the SDG Kenya Forum with day-to-day management in implementing both the ‘Strengthening the SDGs’ project as well as the other SDGs Kenya Forum projects.

Half the consultant’s time will be allocated to strengthening the Forum as a convener and an accountability platform for SDGs, 30% of the time will be spent on strengthening the SDG Kenya Forum programme work, and 20% will be allocated to strengthening gender equality and women’s economic empowerment. This role will draw on your extensive Project Management experience in the field of development cooperation, including in grant management and knowledge of and experience working with government, civil society, international organisations and donors on entire SDGs and on SDGs gender issues.
The consultant will work closely with members of the SDGs Kenya Forum and DI in the finalisation of various project deliverables. The Programme Manager will facilitate coherence across all outputs in the various projects, ensuring all processes and reports submitted to the donors under different projects following DI’s policies.

**Technical duties**

1. Manage and guide the programme team on day-to-day project implementation and provide overall coordination to achieve projects’ outcomes.
2. Participate in transparent and competitive selection and recruitment, as well as supervising and mentoring the staff of respective projects. Ensure effective communication and coordination between project staff and focal points within DI and the donor.
3. Provide strategic direction and program leadership in implementing and achieving the SDGs Forum’s forthcoming strategic plan.
4. Identify any support, advice or other requirements for the management, planning, and control of various projects.
5. Provide advice, leadership and direction, as well as modelling skills to staff to improve the delivery of service.
6. Ensure timely preparation and submission various project documents to donors and relevant stakeholders.
7. Ensure programming, financial and administrative matters related to projects are transparently, expediently and effectively managed, in line with DI’s established processes.
8. Liaise with monitoring and evaluation staff in harvesting information to ensure that the objectives of the projects match the desired outcomes.
9. Support knowledge management, innovation and embedding learning into programming and new initiatives.
10. Lead programme fundraising in cooperation with SDGs Forum’s senior management, prepare funding proposals and concepts for the mobilisation of resources for the SDGs Kenya Forum.
11. Jointly (with DI’s Director of East Africa, Growth & Partnerships Lead and East Africa Finance Manager, as well as the SDGs Forum’s Executive Director), guide the efforts and contributions of consultants and staff towards achieving project objectives.
12. Support the East Africa Finance Manager with project administration, monitoring financial resources and accounting to ensure the accuracy and reliability of financial reports.

13. Build and maintain proper professional relationships with local, national, regional, and global (state and non-state) actors, to identify, plan and execute project activities.

14. Perform other duties for the SDGs Kenya Forum as may be required and assigned by the Forum leadership.

Professional experience (required)

1. Master’s degree or equivalent. A range of subjects are considered, with a focus on sector-specific subjects (such as international development, social sciences, public administration, management science). Other relevant fields (including project management) will be considered if supported by five years of relevant work experience.

2. Eight years of relevant work experience in managerial positions.

3. Ability to communicate to partners and Forum members, and liaising with Forum’s membership officer and admin assistant (DI) to organise events and conferences where need be.

4. Experience in managing staff and/or projects and/or grants in the field of development cooperation.

5. Knowledge in the SDGs Forums strategic and focus areas (data, gender, SDGs implementation, social accountability – global, regional and national initiatives that are sector specific).

6. Proven ability to draft, edit and produce written proposals and results-focused reports, and good command of Kiswahili and English

7. Proven experience working with government, civil society, international organisations and donors.

8. Experience in the usage of Microsoft package facilities and other useful packages and tools for management.
Duration
The consultancy is expected to take place for a period of one year initially.

About the role
This is a full-time role (8 hours per day, Monday–Friday), based in Nairobi, Kenya. The nature of work for the SDGs Forum involves out-of-town conferences that may involve evening and weekend work on occasion.

How to apply
Please email your CV (5 pages maximum) and a covering letter (setting out your professional experience, and how it relates to the technical duties) to HRAfrica@devinit.org. You should use the subject header ‘SDGs KENYA FORUM PROJECT MANAGER’

Applications close 12 September 2023
About Development Initiatives

DI, host of the Kenya SDGs Forum, is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

We apply the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibility and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people’s skills, expertise and confidence in data.

And we support partners to:

- Better respond to people’s needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment.
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a network of regional hubs and partners. We currently have staff based in Kenya, Uganda, the US and the UK.
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Development Initiatives is the trading name of Development Initiatives Poverty Research Ltd, registered in England and Wales, Company No. 06368740, and DI International Ltd, registered in England and Wales, Company No. 5802543. Registered Office: First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK.

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