



## **Appointment of Programme Manager for Education & Rift Valley Forum**



### **Rift Valley Institute**

#### **About RVI**

The Rift Valley Institute (RVI) is an independent, non-profit organisation working in eastern and central Africa since 2001. RVI is a leader in practical social research, policy analysis, training and public information. Our field-based research emerges from and seeks to respond to ideas generated by the communities and institutions with which we work. RVI research projects, which involve collaborations between African and non-African researchers, include training and mentoring of early career researchers to develop their skills and experience. RVI supports the right to information and the exchange of knowledge

by publishing its research and disseminating it through public fora. A UK-registered charity, the Institute has offices in Nairobi, Juba, Hargeysa and London.

## Our Vision, Mission and Values

### Our Vision

Making local knowledge work for the benefit of the people of Eastern and Central Africa.

### Our Mission

The RVI is a research and educational organisation with a social mission: to create a better future for the peoples and communities of Eastern and Central Africa by advancing relevant knowledge of the region through collaborative research, education and training, public information and dialogues, and promoting culture and heritage.

### Our Values

The following values guide and underpin our work:

**Respect:** We demonstrate respect for local knowledge and the partners and the communities we work with and those who work with us.

**Independence:** We are independent in our thought and action and produce research and deliver programmes free from external interests.

**Integrity:** We work with transparency and honesty to ensure accurate and open access to information, and we are accountable for our work and to those we work with.

**Collaboration:** We believe respectful partnerships are the basis for successful development and we are committed to long term, mutually beneficial collaboration between indigenous institutions, local researchers and international specialists.

**Excellence:** We strive to produce original work and to sustain our strong reputation for research, public information and training.

## Transferring Knowledge through Education and Public Information

The transfer of knowledge, through both educational courses and training has been a core pillar of the RVI's work since the Institute was founded. Since 2004, RVI has been organising annual residential **field courses** for professionals from diplomatic missions, multi-lateral organisations and non-governmental organisations working in Sudan and South Sudan, the Horn of Africa and the Great Lakes region. Taught by experts on these regions, including RVI Fellows, these fee-based courses have built RVI's reputation as a centre for specialist knowledge on this part of Africa. In addition to annual field courses, RVI also delivers a range of shorter **bespoke** country and thematic courses for professionals from organizations working in eastern, central and southern Africa. Some of these bespoke courses are taught

in-person and others online. In addition to these specialist country courses, RVI is also supporting the professional development of early career African researchers through long-term **training and mentorship programmes** supported by donor grants. The investment in early career researchers is a strategic goal of the Institute's [Development Strategy](#).

Freedom of information is essential for open societies. The RVI supports access to information and inclusive public dialogue through the **Rift Valley Forum for Research Policy and Local Knowledge**. For ten years, the Forum has been an important public venue in east Africa where researchers, practitioners, public officials and activists can meet on equal terms to examine critical political, economic and social issues.

## Summary of the Role

**Job Title:** Programme Manager for Education and Rift Valley Forum.

**Location:** Kenya, with travel in eastern and central Africa

**Employment type:** full-time one-year renewable contract subject to funding

**Start date:** As soon as possible

**Gross Salary:** starting from US\$50,000 annually commensurate with skills and experience

**Benefits:** 28 days annual paid leave, health insurance, pension, travel allowances

### Key Responsibilities:

The Education and Forum Manager will be responsible for an exciting portfolio of work developing RVI's widely respected education courses and expanding RVI's convening role through the Rift Valley Forum, working with renowned experts on east and central Africa, and making use of new online technologies to deliver courses.

This is senior position reporting to the Executive Director. The post holder will lead RVI's strategies of *Transferring Knowledge through Education and Training* and *Exchanging Knowledge through Public Information and Dialogue*. The key responsibilities of the role will include:

- Lead in the design, marketing and delivery of Educational Courses and public Forums to meet RVI's strategic development goals
- Ensure Courses and Forums build on, extend and support RVI's programmes.
- Ensure Courses and Forums are designed and delivered to the highest professional standard.
- Oversee the Courses and Forums work plans and calendars.
- Recruits and manages teachers and consultants.
- Line manage the Education and Forum teams.

The ideal candidate will require excellent networking and facilitation skills and a deep interest in the countries where RVI operates. The full details of the role and the person specification can be found on the attached Job Description.

## How to apply

Qualified candidates are invited to apply here:

<https://riftvalley.wufoo.com/forms/q3p8vf31de5m1n/>

Applications must include the following:

- A **full CV** (no more than three pages)
- A **cover letter** supporting your application outlining your **motivation, experience, and knowledge relevant for the position** (no more than two pages)
- The **name, email address and telephone numbers of three professional referees**, one of whom must be your most recent supervisor.

Only shortlisted applicants will be contacted.

**Application closing date:** 28<sup>th</sup> November 2022

**Interviews:** week of 5<sup>th</sup> December 2022



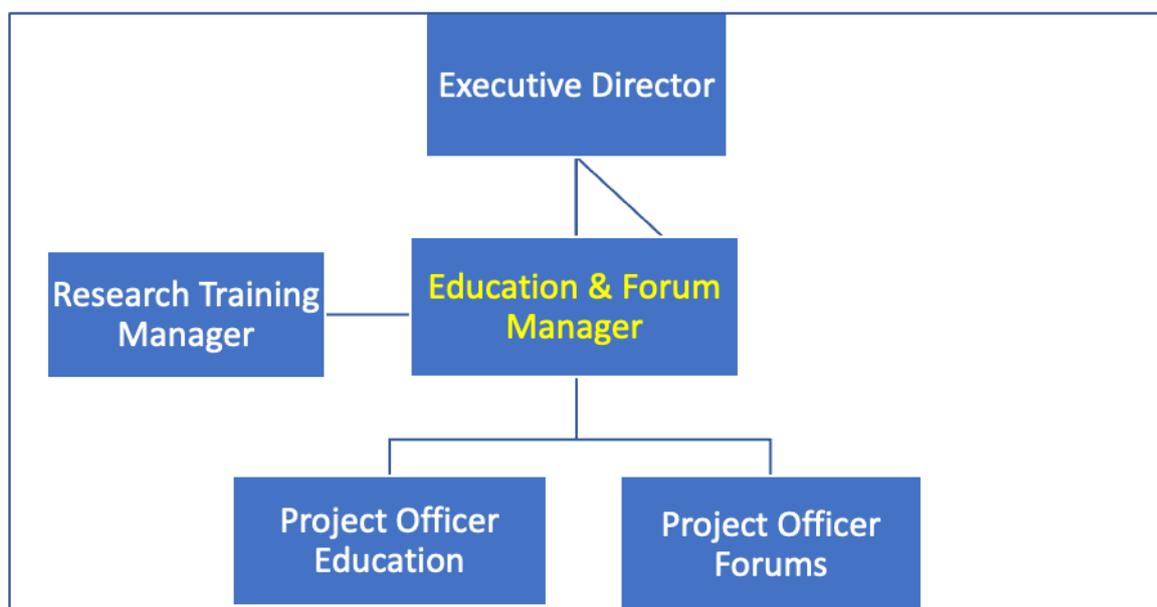
**Rift Valley Institute**  
**Job Description**  
**Programme Manager for Education and Rift Valley Forum**

**Title of post:** Programme Manager for Education and Rift Valley Forum

**Employment type:** Full-time, one-year renewable contract

**Location:** Nairobi, Kenya with travel in the regions where RVI operates

**Reporting Structure:** This role reports directly to the Executive Director (ED) and line manages two Project Officers.



**Key Working Relationships**

- Interacts directly with ED and is a member of the Management Team
- Works closely with Research Training Manager as a member of the Education & Training Team
- Has regular contact with Programme Managers regarding forums and courses in their respective regions.
- Updates the ED and Board of Trustees on ongoing and upcoming courses and forum series
- Engages with RVI partners, clients and teachers to develop residential and online courses
- Engages with RVI partners to develop forums and disseminate research findings, aiming to connect the local and global systems of knowledge and understanding

### **Scope of the Role**

- Plays a leading role in the design and delivery of RVI's strategic development goals of Transferring Knowledge through Education and Training and Exchanging Knowledge through Public Information and Dialogue.
- Leads in the design, marketing and delivery of Educational Courses and public Forums
- Ensures Courses and Forums build on, extend and support RVI's programmes
- Ensures Courses and Forums are designed and delivered to the highest professional standard
- Oversees the development of Courses and Forums work plans and calendar
- Makes decisions about the Courses and Forums to meet RVI's strategic development goals
- Recruits and manages teachers and consultants

### **Responsibility for Resources**

- Has responsibility for setting and managing budgets for Courses and Forums
- Negotiates costs and budgets for Courses with RVI partners in consultation with the Head of Finance
- Has responsibility for two full time staff, interns and consultants as required

### **Job Purpose**

The Programme Manager has overall responsibility for managing and developing RVI's Education and Training work and the Rift Valley Forum in a way that supports RVI's strategic goals of transferring knowledge and exchanging and connecting local and global systems of knowledge and understanding. The Programme Manager works with RVI staff in Kenya, Somalia, Somaliland, South Sudan, Ethiopia, the Great Lakes and the UK in furtherance of this aim, specifically in the development and dissemination of research-based understanding and the promotion of public information. The Programme Manager is responsible for the management, development and delivery of RVI's residential and online education courses, working with RVI staff, teachers and consultants.

### **KEY RESPONSIBILITIES**

#### **Programme Management**

- **Education courses:** Overall responsibility for marketing, planning and management of annual, bespoke and thematic commercial courses; coordination with RVI staff, consultants and other service providers engaged in running courses; management and recruitment of teachers; developing course syllabuses with course directors of study; design and content of course books and other materials; critically reviewing format, timing and costs of courses and proposing changes to ensure continuous improvement and refinement.
- **Rift Valley Forum:** Develop and maintain an on-going calendar of Forum events; identify relevant topics for Forum events with RVI's staff, Fellows, partners and others; identify and invite guest speakers, discussants and chairpersons for Forum events; introduce RVI and the Forum at meetings, seminars and other events; chair Forum events when

necessary; monitor and evaluate Forum events; ensure that Forum events are delivered in a safe and secure manner.

### **Programme Development**

- Develop and maintain a long-term plan for the Forum, in consultation with RVI colleagues and potential partners and collaborators stakeholders.
- Identify ways to extend the reach of the Courses and Forum to new constituencies, including through networked and community of practice activities and projects.
- Initiate and support the innovation, conceptualisation and development of training activities across the organisation, ensuring standardisation of Courses and Forums that are designed and delivered to the highest professional standard.

### **Resource Mobilisation and Grant Management**

- Develop a fundraising strategy for the Courses and the Forum.
- Identify relevant funding opportunities by establishing networks with donors and grant makers
- Manage existing grants ensuring compliance to the grant terms and conditions
- Negotiate and conclude agreements with funders.
- Develop marketing strategies for Courses and Forums.

### **Communications and Publications**

- Supervise the production of video, audio and written outputs from Courses and Forums.
- Ensure information about Forums and Courses on the RVI website is up to date.
- Develop a communications strategy to publicise the Courses and Forum among potential participants and funders.
- Ensure Courses and Forum contacts and calendar data are filed appropriately in Daylite, the RVI Dropbox and other RVI storage systems.

### **Knowledge and Information Management**

- Ensure that Courses and Forums are up-to-date and informed, by monitoring political, social, humanitarian and security developments in the regions where RVI operates, international engagement in those regions and international policy towards them.
- Develop and maintain RVI's network of contacts and relationships with organisations and individuals in these regions.

### **Financial Management and Reporting**

- Oversee the preparation of the annual Education and Forum plans and budgets and individual event budgets.
- Monitor budgets and approve expenditures on Education and Forum activities.
- Prepare and submit narrative and financial reports for donors in a timely manner as required.

### **Public Relations**

- Publicise RVI, the Courses and Forum and help to raise their profile in the region through participation in public events, official functions, media appearances and through publications including the use of social media

- Develop partnerships with organisations in the Horn, Eastern and Central Africa and expand RVI's network of specialists from the region and international consultants.
- Represent RVI in discussions with funders, international organisations and officials from governments of the countries in the region.
- Attend relevant seminars and conferences.

#### **Human resources management**

- Line-manage the Education and Forum team and interns.
- Participate in the recruitment and management of teams and Interns.

#### **RVI Strategy Development**

- Participate in RVI's organisational strategy development and annual planning, review and reporting processes.
- Identify and develop synergies and linkages between Education, the Forum and other RVI projects.
- Work with RVI Directors and Managers and the Institute's partners to identify relevant topics for research papers and briefing papers.

#### **Person Specification**

##### **Knowledge & Qualifications**

- A Master's degree in a relevant subject
- Demonstrable knowledge and interest of public affairs in the countries of Horn, Eastern and Central Africa Region
- Legal residency in Kenya
- A track record in training and delivery of training programmes
- A track record in curating and facilitating public events

##### **Experience**

- Experience in public speaking and moderating meetings
- Experience in fundraising and negotiating with funders
- Experience in managing events and research projects, drafting project proposals and budgets
- Experience in using information technology and social media platforms for the exchange of knowledge.
- Well networked in Africa with African and non-African experts and research institutes.
- Experience of working in more than one African country and interest in the Rift Valley region.

##### **Skills & Abilities**

- Advanced written and oral communication skills in English
- Fluency in a relevant second language (Swahili, Arabic, Somali, Amharic or French)
- Ability to manage staff through regular performance and development review processes
- Comfortable engaging with a variety of stakeholders – donors, government officials, diplomats and senior staff in organisations, researchers and social activists

- Ability to work collaboratively with partners and RVI staff in relevant project processes
- A high degree of computer literacy
- Familiarity with information technology and social media.