



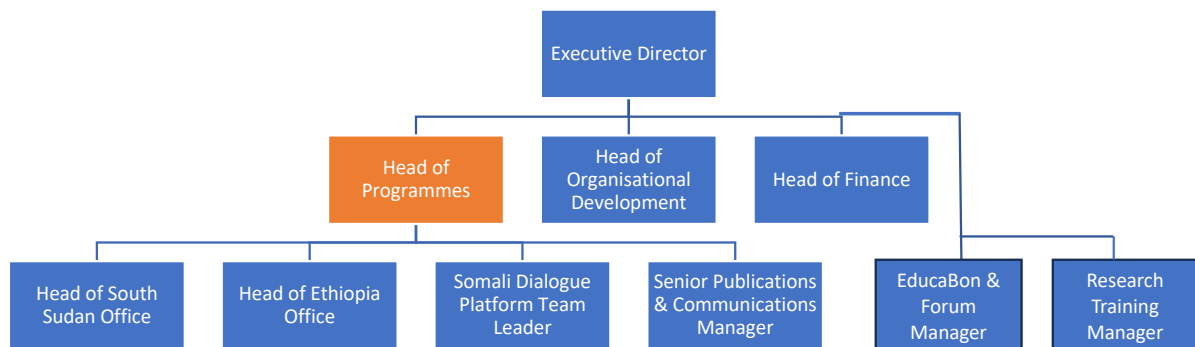
Rift Valley Institute Job Description Head of Programmes

Job Title: Head of Programmes

Employment type: Permanent contract, full-time employment

Location: Nairobi, Kenya, with travel

Reporting structure: The Head of Programmes reports to the Rift Valley Institute (RVI) Executive Director and line manages Heads of Offices and Managers.



Key Working Relationships

- Reports to the Executive Director
- A member of the Executive Management Team with the Executive Director and Heads of Finance and Organisational Development
- Manages the geographical Programme Managers, Heads of Offices and Publications and Communications Manager
- Convenes meetings with the Executive Director and the Programme Managers to develop cross-organisation team work and programme synergies.
- Engages with RVI Fellows on programme related issues.
- Engages with RVI donor partners.
- Engages with and extends RVI project partners, particularly in Africa.

Scope and Limits of Authority

- Provides oversight and quality assurance of all research and programme activities.
- Leads the development and elaboration of RVI's development strategy, preparation of annual budgets and plans for approval by the Executive Director.
- Oversees development of new programme initiatives and the design and development of proposals.
- Recommends project proposals, donor contracts, and partnership agreements for agreement by the Executive Director.

- Ensures that RVI's programme teams are working with each other for a common purpose, sharing information and coordinating activities.
- Participates in staff appointments and promotions as relevant.
- Recommends fundraising strategy and opportunities to Executive Director
- Directly manages some projects.
- Represents the Institute in public.

Job Purpose

The Head of Programmes plays a leading role in delivering RVI's development strategy and mission to advance knowledge of eastern and central Africa, to promote open societies through original and ethical research, to invest in African researchers, and promote access to public information. The Head of Programmes works with Programme Managers and Heads of Offices to design, fundraise and deliver programmes, evaluating the impact of RVI's work and reporting to donors.

KEY RESPONSIBILITIES

Strategic Development (20%)

- Play a leading role in the development of long-term organizational strategic plans that deliver the vision and mission of the Institute in a sustainable way, has a meaningful and measurable positive impact, and advances the development of RVI as an African-based institute.

Programme Delivery (15%?)

- Provide leadership, and organisational support to RVI staff in the design and development of new projects and proposals and ensure the delivery of high-quality products.
- Coordinate and support exchanges and learning within and across the Institute, facilitating cooperation and coherence across geographies and strategic goals.
- Ensure projects and programmes have adequate financial and human resources in place that are required to maintain RVI as a viable going concern.
- Ensure that research conducted or supported by RVI is carried out to high quality and ethical standards and meets and exceeds sector norms.
- Ensure with the ED that RVI programmes are delivered in a professional, safe and secure manner.

Ensure the quality and effectiveness of RVI's work by establishing systems to the quality and impact of RVI's work. Fundraising, Grant Management and Donor Relations (20%)

- Support the expansion and diversification of RVI's funding sources, by leading on funding bids that fall within the aims of the Institute, to ensure sustainability and long-term impact.
- Promote best practice in the documentation of projects, including narrative reports, financial and lessons learnt reports, and ensure that reporting complies with RVI's procedures and policies and the requirements of funders.
- Negotiate agreements with funders.

Public Relations (10%)

- Represent RVI in discussions with funders, international organisations, government officials, representatives of news media and other persons of influence.
- Publicise RVI and raise its profile through participation in public events, official functions and media appearances.
- Expand RVI's network of international consultants and regional specialists, and regional and local CSOs and educational organisations.

Publications and Communications (15)

- Work with the Publications and Communications Manager to ensure a public communications strategy is in place that is consistent with RVI's approach to knowledge production and public information and maintains the reputation of the Institute.
- With the Publications and Communications Manager oversee quality control of all RVI publications: reports, books, website entries, film and all other forms of public engagement.
- Establish and maintain relationships with key partners and funders.
- Represent the Institute in public forums on programme matters as required.
- Undertake research and writing about the countries where RVI operates on themes relevant to RVI.
- Support the production of internal and external reports that effectively communicate the work of the Institute.

Line Management of Staff (15%)

- As a member of the EMT, support the development and review of relevant human resource policies and practices that enable a positive, safe and dynamic working environment within RVI, and ensure their application through those s/he manages
- Cultivate an enabling workplace culture and empowering environment for staff to succeed and contribute to organisational goals.
- Work with Programme Managers to ensure RVI's programme of work is delivered in a safe and secure manner, that security protocols and procedures exist and are adhered to by staff and consultants.
- Provide oversight, support and advice to Programme Managers supporting their personal and professional development through effective performance management system.

Knowledge Management (5%)

- Ensure RVI has policies, systems, and procedures in place for documenting and archiving RVI's organisational history, projects, and publications.
- Monitor political, social, humanitarian and security developments in East Africa and the Horn of Africa and international engagement and policy towards these regions.

PERSON SPECIFICATION

Values

- Commitment to RVI's values, vision, aims and ways of working and to equitable development and peaceful, open societies.

- That an understanding of local knowledge and local concerns enables more accountable and better-informed decision-making and development policy.

Knowledge & Qualifications

- Hold a Master's degree in relevant social science discipline, with a PhD in a relevant discipline an advantage.
- A strategic thinker with proven ability to develop and implement long-term institutional plans in line with strategic planning processes, to develop organisational vision, direction and strategy, and a strong conceptual understanding of good organisational management practices.
- A track-record in research, in countries of the Rift Valley region where RVI works.
- Published author an advantage.
- Demonstrable and sound knowledge of east or central Africa where RVI works and experience of the operational challenges of working in fragile and insecure contexts.
- An understanding of climate change as a key risk to development, peace and security for communities in countries where RVI operates.
- A commitment to development that promotes social equity and inclusion in line with RVI's values and principles.

Experience

- Extensive, progressive experience in senior, Director level, relevant roles working with or within the international development sector.
- A track record in programme design and management is a significant advantage.
- A successful track record in senior management and leadership roles.
- Track record in social science research or education.
- A track record in the management and stewardship of human resources.
- Significant experience of personnel management, including policies and procedures for recruitment, and creating an enabling environment for professional development.
- Experience in spearheading and developing organisational strategies and workplans.
- A track record in proposal writing, fundraising and positive donor engagement.
- Experience with organisational Duty of Care responsibilities, with safety and security policies and planning.
- Widely travelled with experience of managing projects, programmes, and staff in eastern or central Africa.
- Experience of working in contexts of emergencies, insecurity, conflict, and post conflict a particular asset.
- Experience in climate change response programme design and implementation
- Proven commitment to a culture of learning and innovation.
- Demonstrable experience of developing and managing effective partnerships.
- Experience in promoting public engagement in research, education and policy and building capacity and collaborative networks of researchers and research institutions.

Skills & Abilities

- Ability to lead strategic and operation planning processes and the implementation of long-term organisational plans.
- Ability to prioritise and manage a high workload and multiple tasks in a fast-paced environment with tight deadlines.

- Ability to manage resources, both human and financial, sensitively and effectively.
- Good communications skills with ability to explain RVI's work and strategy in public.
- Strong collaboration skills to work with staff and partners.
- Proficiency in a regional language highly desirable.
- Understanding of and managing institutional financial systems and procedures, including budget development and reporting
- Capable of chairing and running successful meetings.

Signature: _____ **(job holder)**

Signature: _____ **(line manager)**

Date: _____