

Job title: Development (Programmes) Director	Function: Development
Reports to: Executive Director	Location: [BLANK] Headquarters
Direct reports: Football For Hope Manager, Youth Rights Protection Manager, Slum Libraries and Study Halls Manager, Women's Team Manager, Community Radio Manager, Child at Risk Manager, Arts and Culture Manager and Shoot back Manager,	Work level: Director
Overall purpose of job: Responsible for providing an innovative and strategic solution for initiating, developing and coordinating [BLANK]'s Projects.	
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Adherence to and managing the development and implementation of [BLANK]'s Develop policies. • Support the development and implementation of a sound system of internal control that supports the achievement of [BLANK]'s policies, aims and objectives. • Review and test regularly the control systems for reducing risk and preventing fraud, and implement new controls to do so where appropriate. • Identify, develop plans for, and implement new Development projects across [BLANK]. • Programme management of the Function's portfolio of projects in line with organisational strategy. • Monitor, measure and report on the progress of the Function's projects against agreed timelines and milestones on a regular basis. • Establish and maintain appropriate systems for measuring key metrics of the Function's project performance. • Manage and control and report on the Function's spending against agreed budget. . • Support project managers in developing, and approve, strategic plans for [BLANK] projects. • Signing off deliverables and outputs against project plans. • Quality review of managers' performance in [BLANK]'s projects and against strategic plan. • Develop and implement the [BLANK] Child Protection Strategy. • Take part in recruitment and performance management and appraisal of staff within [BLANK]'s Development Function. • Create a workplace culture that enables employees to deliver outstanding performance to the [BLANK] community. • Identify potential fundraising opportunities and maintaining oversight over all fundraising activities including major giving, grants and special events. • Any other duties assigned from time to time by Executive Director and / or Board of Trustees. 	
<p>Skills required:</p> <p><i>Minimum professional and academic qualifications</i></p> <ul style="list-style-type: none"> • Degree in Community Development or its equivalent • Diploma in Project Management <p><i>Minimum years of experience</i></p> <ul style="list-style-type: none"> • 5 years of experience in a management position <p><i>Competencies and Knowledge</i></p> <ul style="list-style-type: none"> • Ability to manage team • Self driven and focused • Strategic thinker • Good communication and interpersonal skills • Motivator • Integrity and respect • Relationship building and networking • Up-holding [BLANK] Values • Building and Maintaining lasting relationships 	

- Contribute to teamwork
- Achieving goals on and off the field
- Encourage a professional attitude

Job title: Public Affairs, Marketing, Communication and IT, Director	Function: Public Affairs, Marketing, Communication and IT,
Reports to: Executive Director	Location: [BLANK] Headquarters
Direct reports: Fundraising Manager, Special Events, Youth Exchange and Website Manager, Marketing Manager	Work level: Director
Overall purpose of job: Responsible for directing [BLANK]'s public affairs and marketing initiatives and ensuring the implementation and management of a communication strategy. Overseeing the management of [BLANK]'s IT infrastructure.	
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Adherence to and managing the development and implementation of [BLANK]'s IT, communication and marketing policies. • Support the development and implementation of a sound system of internal control that supports the achievement of [BLANK]'s policies, aims and objectives. • Review and test regularly the control systems for reducing risk and preventing fraud, and implement new controls to do so where appropriate. • Identify, develop plans for, and implement new Public Affairs, Marketing, Communication and IT projects across [BLANK]. • Programme management of the Function's portfolio of projects in line with organisational strategy. • Monitor, measure and report on the progress of the Function's projects against agreed timelines and milestones on a regular basis. • Establish and maintain appropriate systems for measuring key metrics of the Function's project performance. • Manage and control and report on the Function's project spending against agreed budget. • Supporting project managers in developing, and approving, strategic plans for [BLANK] projects. • Signing off deliverables and outputs against project plans. • Quality review of managers' performance in [BLANK]'s projects and against strategic plan. • Take part in recruitment and performance management and appraisal of staff within [BLANK]'s PA, Communications, Marketing and IT Function. • Create a workplace culture that enables employees to deliver outstanding performance to the [BLANK] community. • Ensure that an adequate system of internal control exists within the PA, Communications, Marketing and IT Function to prevent and detect fraud. • Design, implement and monitor [BLANK]'s internal and external communications plan and report on progress at regular intervals. • Establish and maintain effective working relationships with members, partners, and government officials and media representatives. • Present the company's corporate image in a positive light to all stakeholder groups. • Evaluate the impact of advertising and promotion activities against the Strategic Communications Plan and Stakeholder Map. • Champion communication practices that increase employee engagement and support the circulation of information throughout the organisation. • Identify IT requirements throughout the organisation and develop a strategic plan to prioritise IT resources. • Manage the risks associated with [BLANK]'s information technology and computing systems and for their prudent recognition and disclosure. • Any other duties assigned from time to time by Executive Director and / or Board of Trustees. 	
<p>Skills required:</p> <p><i>Minimum professional and academic qualifications</i></p> <ul style="list-style-type: none"> • Bachelors Degree in PR, Communication or its equivalent. 	

Minimum years of experience

- 5 years in management position

Competencies and Knowledge

- Ability to manage team
- Self driven and focused
- Strategic thinker
- Good communication and interpersonal skills
- Motivator
- Integrity and respect
- Relationship building and networking
- Up-holding [BLANK] Values
- Building and Maintaining lasting relationships
- Contribute to teamwork
- Achieving goals on and off the field
- Encourage a professional attitude

Job title: Executive Director	Function: Executive
Reports to: Board of Trustees	Location: [BLANK] Headquarters
Direct reports: Finance Director, HR Director, PR Director, Development Director, Operations Director and Academy Director	Work level: Executive
Overall purpose of job: To oversee smooth running of operations on a day-to-day basis and to set [BLANK]'s strategic direction.	
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Adherence to, and managing the development and implementation of [BLANK]'s policies. • Establish and maintain a sound system of internal control that supports the achievement of [BLANK]'s policies, aims and objectives. • Monitor, measure and report on the progress of [BLANK]'s performance against agreed timelines and milestones on a regular basis. • Establish and maintain appropriate systems for measuring key metrics of [BLANK]'s performance. • Monitor [BLANK]'s spending against agreed budget. • Quality review of [BLANK]'s Executive Team's performance across the functions and tracking against strategic plan. • Create a workplace culture that enables employees to deliver outstanding performance to the [BLANK] community. • Set and define the strategic direction for the organisation and develop and oversee its implementation and execution. • Coach, mentor and develop the [BLANK] capability across all [BLANK] staff. • Build relationships, improve and maintain existing ones with key stakeholders and [BLANK] staff. • Provide accurate and timely information to the Board of Trustees and ensure adherence to compliance, risk and governance procedures. • Provide leadership in defining and upholding the core values of [BLANK]. • Ensure appropriate resourcing strategy for the delivery of [BLANK]'s strategic objectives. • Be a leader to [BLANK]'s Executive Team in ensuring that they all contribute across the full agenda of the organisation as well as contributing in respect of their own function. • Uphold the [BLANK] Performance Management system for all Executive Directors on an annual cycle through the setting and monitoring of clear personal objectives and strategic targets. • Lead the decision making process on key issues facing the organisation. • Any other duties assigned from time to time by Board of Trustees. 	
<p>Skills required:</p> <p><i>Minimum professional and academic qualifications</i></p> <ul style="list-style-type: none"> • <i>First Degree or Equivalent</i> <p><i>Minimum years of experience</i></p> <ul style="list-style-type: none"> • <i>5 years working experience in Directors position</i> <p><i>Competencies and Knowledge</i></p> <ul style="list-style-type: none"> • Strategic thinker • High Level of Integrity • Innovative • Customer focused • Good communication and interpersonal skills • Ability to identify and manage resources effectively • Ability to develop others • Relationship building and networking • Up-holding [BLANK] Values • Building and Maintaining lasting relationships • Contribute to teamwork 	

- Achieving goals on and off the field
- Encourage a professional attitude

Job title: Finance, Strategy and Planning Director	Function: Finance, Strategy and Planning
Reports to: : Executive Director	Location: [BLANK] Headquarters
Direct reports: : Accounts and Reports Manager, Strategy Manager	Work level: Director
Overall purpose of job: To oversee and be accountable for [BLANK]'s Finance Function, and ensure the future solvency of the organisation through effective financial planning. To manage and support the development of [BLANK]'s strategic plan.	
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Adhere to, and manage the development and implementation of, [BLANK]'s financial policies. • Establish and maintain a sound system of internal control that supports the achievement of [BLANK]'s policies, aims and objectives. • Monitor, measure and report on the progress of [BLANK]'s performance against agreed timelines and milestones on a regular basis. • Identify, develop plans for and implement new Finance, Strategy, and Planning projects across [BLANK]. • Programme management of the Function's portfolio of projects in line with organisational strategy. • Monitor, measure and report on the progress of the Function's projects against agreed timelines and milestones on a regular basis. • Establish and maintain appropriate systems for measuring key metrics of the Function's projects performance. • Manage, control and report on the Function's spending against agreed budget. • Signing off deliverables and outputs against the Function's project plans. • Quality review of managers' performance in [BLANK]'s projects and against strategic plan. • Take part in recruitment and performance management and appraisal of staff within [BLANK]'s Finance, Planning and Strategy Function. • Create a workplace culture that enables employees to deliver outstanding performance to the [BLANK] community. • Work with [BLANK]'s Finance, Strategy and Planning staff to ensure that [BLANK] has a competent and well trained finance team to deliver the organisations strategy within annual budget. • Monitor and ensure application of all financial controls. • Develop and ensure proper adherence to accounting policies. • Manage and support the development of [BLANK]'s strategic plan, and provide progress reports and advice to the Executive Director on a regular basis. • Responsible for managing the risk of fraud across [BLANK], including the promotion of an anti-fraud culture as well as implementation of fraud prevention and detection measures. • Accountable for prudent recognition and disclosure of financial risks, including those associated with [BLANK]'s insurance portfolio and its use of physical resources. • Ensure regular checks and improvement of the budgets controls. • Ensure full compliance with financial statutory requirements, such as local tax laws. • Analyse key business metrics and work collaboratively with the management team on initiatives to manage cash flows within [BLANK]. • Ensure that all financial reporting obligations are met in relation to submissions for funding for grant aid, for contracts and any other initiatives. • Manage the budgeting, forecasting and five year planning process and other periodic financial analysis, including special projects, on a regular basis. • Prepare and present audited accounts to the Board of Trustees. • Any other duties assigned from time to time by the Executive Director and / or the Board of Trustees. 	
<p>Skills required:</p> <p><i>Minimum professional and academic qualifications</i></p> <ul style="list-style-type: none"> • <i>CPA K/ First Degree Accounting concentration or Equivalent</i> 	

Minimum years of experience

- *5 years working experience in a related field*

Competencies and Knowledge

- Strategic thinker
- High Level of Integrity
- Innovative
- Customer focused
- Good communication and interpersonal skill
- Ability to identify and manage resources effectively
- Relationship building and networking
- Up-holding [BLANK] Values
- Building and Maintaining lasting relationships
- Contribute to teamwork
- Achieving goals on and off the field
- Encourage a professional attitude

Job title: HR, Procurement, Facilities and Legal Director	Function: HR, Procurement, Facilities and Legal
Reports to: Executive Director	Location: [BLANK] Headquarters
Direct reports: HRM and Leadership Awards Manager , Facility and Asset Manager	Work level: Director
<p>Overall purpose of job: Manage the implementation of the Human Resources strategy throughout [BLANK] and be responsible for the management of the HR Cycle and related processes. Oversee and manage all activities relating to Procurement and Facilities across [BLANK].</p>	
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Adherence to, and managing the development and implementation of all [BLANK] policies. • Support the development and implementation of a sound system of internal control that supports the achievement of [BLANK]'s policies, aims and objectives. • Review and test regularly the control systems for reducing risk and preventing fraud, and implement new controls to do so where appropriate. • Communicating all [BLANK] policies throughout the organisation. • Identify, develop plans for and implement new HR projects across [BLANK]. • Programme management of the HR portfolio of projects in line with organisational strategy. • Monitor, measure and report on the progress of HR performance against agreed timelines and milestones on a regular basis. • Establish and maintain appropriate systems for measuring key metrics of [BLANK]'s HR Function performance. • Manage and report on the function's spending against agreed budget. • Supporting Function managers in developing, and approving, strategic plans for HR, Procurement, Facilities and Legal. • Signing off deliverables and outputs against project plans. • Quality review of managers' performance within the Function and against strategic plan. • Take part in recruitment and performance management and appraisal of staff across [BLANK] • Develop and implement a Human resource strategy to enable the organization attract and retain a qualified and motivated workforce. • The Human Resource Director will be accountable for prudent recognition and disclosure of occupational health and safety risks, employment risks, and payroll risks. • Developing and implementing performance management, talent management and appraisal systems. • Ensuring that the organization complies with all labour / employment related laws and regulations. • Ensuring that [BLANK] has optimal staffing levels and that staff have the required skills to meet current and future organizational requirements. • Ensuring that employee relations are maintained at the organization. • Ensuring staff related records for management decision making are complied. • Maintaining the payroll. • Oversee procurement of goods and services and ensure their compliance with [BLANK] policy. • Oversee the general maintenance and legal requirements of the [BLANK] facility and vehicles. • Conducting market research to ensure that the organization gets the best prices at all times. • Ensure health and safety procedures are achieved. • Develop and maintain close link with both senior management and organization personnel to ensure effective and consistent implementation of HR policies and procedures. • Any other duties assigned from time to time by the Executive Director and / or Board of Trustees. 	
<p>Skills required:</p> <p><i>Minimum professional and academic qualifications</i></p> <ul style="list-style-type: none"> • Bachelor's degree in Human Resource or its equivalent. • Higher Diploma In Human Resource is an added advantage. <p><i>Minimum years of experience</i></p> <ul style="list-style-type: none"> • At least 5 years of relevant experience in a similar environment. 	

Competencies and Knowledge

- People skills
- Strategic thinker
- Decisive
- High levels of integrity
- Team-oriented
- Ability to manage
- Relationship building and networking
- Up-holding [BLANK] Values
- Building and Maintaining lasting relationships
- Contribute to teamwork
- Achieving goals on and off the field
- Encourage a professional attitude