



THEMATIC AREAS : HIV & AIDS * WOMEN, LAND & PROPERTY RIGHTS * SEXUAL REPRODUCTIVE HEALTH RIGHTS * KEY & AFFECTED POPULATIONS

Want to change and make someone's life better? Work with us.

KELIN is an independent Kenyan civil society organization working to protect and promote health-related human rights in Kenya. We do this by: Advocating for integration of human rights principles in laws, policies and administrative frameworks; facilitating access to justice in respect to violation of health related rights; training professionals and communities on rights-based approaches and initiating and participating in strategic partnerships to realize the right to health, nationally, regionally and globally.

In the implementation of our programs and related activities, we utilize a rights-based approach; prioritizing the principles of people-centeredness, accountability, equality, and non-discrimination. By taking this approach we ensure the involvement of both the rights holders, who are not experiencing full rights, and the duty bearers who are duty bound to protect the holders' rights.

We are looking to fill the below position;

- Job Title: **Programme Manager**
- Reporting to: **The Deputy Executive Director**
- Line Managing: **Two programme staff under the thematic area**
- Station: **Nairobi**

Overall purpose: To manage and oversee implementation of KELIN's Strategic Plan 2015 – 2019 and broad work plan as it relates to the Key & Affected Population thematic area, in close consultation with the Executive and Deputy Directors.

Key Functions Are:

- Key and affected populations programme design and implementation
- Relationship and beneficiary management
- Donor relations and resource mobilization
- Staff management and reporting

Key and affected population programme design and implementation

- Conceptualize KELIN's strategies in relation to the Key & Affected Population in conjunction with the Deputy Director and other key programme officers
- Oversee implementation and coordination of all the programmes under the Key & Affected Population thematic area in the KELIN Strategic Plan 2015 -2019
- Oversee implementation and coordination of the Global Fund supported regional grant in liaison with other thematic heads
- Undertake capacity building and sensitization of civil society, organizations of Key & Affected populations, NGOs, service providers and government officials at county and national levels on issues related to Key & Affected populations, and those working with and for Key & Affected populations
- Carry out consultative and sensitization forums with and for communities of Key & Affected populations
- Analyze laws, bills, regulations, policies and operational frameworks at the county, national, regional and international levels to identify gaps and ensure they integrate human rights principles and rights based approaches as they relate to Key & Affected populations
- Ensure the generation of relevant data and information to inform programme development, strategies and planning in the area of Key & Affected populations
- Respond to and/or anticipate new events and developments in the Key & Affected Populations thematic area in order to press human rights issues and advise KELIN's Deputy Director on the effective response and advocacy strategy
- Contribute and provide technical advice to ensure issues of Key & Affected populations are mainstreamed through KELIN programmes and implementation and provide technical input to research, writing, advocacy, communications, and outreach
- Represent the organization on delegated authority in county, national, regional and international platforms

Partnership Development Donor relations and resource mobilization

- Initiate, develop and participate in different strategic partnerships at the county, national, regional and global levels for delivery of different results to enhance the respect and protection of the rights of Key & Affected populations
- Ensure good working relations with relevant government officials at county and national levels, donors and partners
- Fundraise and mobilize resources for the programme and organization in line with the KELIN Resource Mobilization Manual
- Participate in concept note writing and other consultancies the organization might enter into

Communications and Advocacy

- Generate content for the website and social media platforms in line with the strategic plan of the organization and the communication policy
- Support the development of KELIN's publications on key and emerging issues in line with the HIV and TB thematic area
- Identify and build strong alliances and partnerships with organisations working on human rights and Key & Affected populations in order to establish and strengthen a coalition to support rights-based HIV, SRH and TB advocacy efforts
- Identify and build strong alliances with media and implement appropriate activities to highlight advocacy issues in the media

Management

- Develop, manage and provide oversight of annual programme workplans and budgets
- Ensure timely mid and annual programme reporting
- Ensure timely submission of progress reports to donors and partners under the Key & Affected populations thematic area as required and any other project you may be required to contribute towards
- Develop operational and management accountability tools, including clear work plans, priority setting and guidelines, in consultation with staff within the thematic area and the Deputy Director
- Monitor the timely and appropriate utilization of resources under the Key & Affected populations thematic area
- Assist with the recruitment and supervision of programme officers, programme assistants, fellows, interns, volunteers and pro bono lawyers and any other institutional responsibilities required in line with the thematic area
- Read, understand and ensure compliance with the policies of the KELIN
- Uphold and ensure compliance with the KELIN core values in the dealings with staff and partners
- Manage and guide staff under his/her supervision and ensure regular and timely performance management
- Prepare, present and submit quality and timely, quarterly and annual reports of the work relating to KELIN's programmes to the Deputy Executive Director
- Participate in weekly, quarterly and annual planning meetings as organised by KELIN
- Undertake any other institutional responsibilities required in line with the thematic areas
- Assist in and/or carry out other related activities and other tasks, as assigned by the Deputy Executive Director and the Executive Director

PERSON SPECIFICATIONS

Required Qualifications and Experience:

- A bachelor's degree in social sciences and five to seven years' relevant experience and/or training, or equivalent combination of education and experience is required
- A Master's degree in a social science, e.g. in law, human rights, gender studies, political science, public administration, public policy and public health, is an added advantage
- Experience in programme conceptualization, design, implementation and management
- Experience of programming and fundraising for Key Population programmes
- Experience in implementation of projects funded by the Global Fund and USAID PEPFAR an added advantage
- Excellent oral and written communication skills
- Fully computer literate – skilled and confident user of office applications such as MS Word, Excel, PowerPoint, e-mail and calendar applications
- Ability to think and operate strategically
- Ability to provide leadership and work independently as well as part of a team
- Strong organizational, planning and problem solving skills
- Self motivated and dynamic
- Keen sense of professionalism, ethics, integrity and commitment to KELIN's mandate

Required Competencies:

The Program Manager must be able to demonstrate the following:

- Strong commitment to KELIN's vision, mission and core values
- Self-motivated, strong work ethic and attention to detail
- Able to work independently, as well as closely and collaboratively with colleagues in the Nairobi office and remotely
- Experience with public speaking
- Proven ability to work effectively in a fluid and fast paced work environment, managing multiple priorities under pressure and accomplishing short- and long-term deadlines with a heavy workload
- Familiarity and previous engagement with the devolved system of governance
- Strong consensus-building skills with the ability to drive change and innovation
- Outstanding analytical, problem-solving, and creative thinking abilities

- Knowledge of the international and regional human rights framework and experience using the UN human rights system in relation to KELIN's thematic areas
- Excellent communication, interpersonal, networking and inter-cultural skills
- Excellent writing, editing, research, and oral advocacy skills in English
- Capacity to appropriately plan, prioritize and manage multiple, sometimes competing, demands efficiently in a challenging, fast-paced environment
- Recognized management experience, including supervising a team of talented professionals in multiple national locations
- Knowledge of the Global Fund implementation and reporting guidelines
- Ability to convey a sense of excitement and enthusiasm, promote team spirit and cohesiveness, and collaborate effectively with multiple partners
- Demonstrated capacity to mentor senior Programme Officers

Interested applicants should send an application and CV, information on current salary, benefits and contact details of three referees to: The Finance and Administration Officer, KELIN, Mombasa Road, Somak Building 4th Floor, P.O Box 112 00200 KNH, Nairobi or e-mail application to info@kelinkenya.org or tnyenze@kelinkenya.org by 19th May 2017. Interviews will be done on a rolling basis.

We value diversity in all areas of its operations. We welcome and encourage diverse applications. Women, key populations (including transgender persons), and persons living with HIV or affected by TB, are encouraged to apply.