

**INTERNAL ADVERTISEMENT FOR THE POSITION OF PROGRAMME
MANAGER FOR GOK-UNDP PROGRAMME, ADVERT NO ESTAB 18/29:1/2017**

Applications are invited from interested and qualified candidates in the civil service for the position shown above in the State Department of Interior – Department of Peace Building and Conflict Management.

Interested and qualified candidates are requested to apply by filling one application form PSC2 (Revised, 2016). The form may be downloaded from Public Service Commission website, www.publicservice.go.ke

Completed application form, Head of Department recommendation (PSC 2A Form) together with the certified copies of academic/professional certificates should reach:-

The Cabinet Secretary – Ministry of Interior and Co-ordination of National Government, P.O. Box 30510 – 00100, Nairobi

OR

Hand delivered to the Interior Human Resource Management Registry, Harambee House on or before 12th January, 2018.

DETAILS OF THE POST:

POSITION:	Programme Manager One (1) Post
DUTY STATION:	Field based at the PBCM Directorate with regular reporting to UNDP Gigiri Offices in Nairobi.
REPORTING:	Secretary, Peace building and Disaster Response (PDR).
TERMS:	Contract
DURATION:	Six (6) months

1. Terms of Reference

The manager will be responsible for the following:

- Ensure overall delivery and reporting of expected results (outputs and outcomes) under the programme;
- Promote effective and efficient management of the programme through results based work plans, progress reporting, audits and monitoring and evaluation processes;
- Provide technical and advisory and programmatic support to the Head of the Secretariat of the NSC in strengthening coordination and collaboration with stakeholders
- Lead the planning and consultation process of current and future programme development through analysis of socio-economic and political environment and factors driving conflicts and develop a clear AWP;
- Sustain collaborative engagement with programme partners;
- Participate in the resource mobilization including seeking enhanced funding from the Government of Kenya;
- Support operationalization of the Programme Management and Coordination Unit (PMCU) and provide leadership, technical and strategic guidance to the assigned staff of the PMCU
- Support the establishment of financing procedures for the allocated programme funds in compliance with the rules and regulations of UNDP and the Government of Kenya
- Coordinate and oversee all narrative reporting, financial and contract management of the programme
- Support all programme-related procurement activities and the maintenance of an assets registry, following the rules and regulations of Implementing Partners and the donor whereby sustainability and environment sensitivity are to be considered
- Support preparation of audits, annual reviews, mid-term and final evaluations of the programme
- Undertake any other responsibilities as may be assigned in relation to this position, as well as perform other tasks assigned by the NSC Coordinator and Unit Team Leader or by Senior Management.

2. Degree of expertise, qualifications and competencies

2.1. Education and experience

- Master's Degree in relevant academic fields such as, conflict management, peacebuilding, political science, sociology, public administration of security studies and social sciences;
- Must have attended a four weeks course on Senior Management from a recognized Institution;
- Must possess a certification on Monitoring and Evaluation from a recognized Institution;
- Must have attended courses on Regional Senior Mission Leaders Course and Dialogue, Negotiation and Mediation from a recognized Institution;
- Minimum 7 years of increasingly responsible working experience in the field of project planning, management and coordination.
- Experience with the UN agencies will be an added advantage;
- Demonstrable experience working with the UWIANO Platform for Peace and bringing a host of partners and stakeholders together for peace;
- Familiarity with UNSCR 1325 and other subsequent Resolutions on Gender, Peace and Security;

- Experience in conflict early warning, conflict management, national cohesion, integration, peacebuilding agenda/initiatives, small arms reduction initiatives, electoral violence reduction initiatives and strategic management is highly desirable.
- Demonstrate good practical working relations with the National and County Governments
- Familiarity with UN/UNDP and Government of Kenya management, financial and procurement procedures;
- Application of theoretical knowledge in the design, management and evaluation of complex multidisciplinary capacity building programmes involving the national government, county governments civil society and international organizations;
- Proven analytical and writing skills;
- Demonstrated abilities and contribution to policy formulation, resource mobilization, team building, team leadership and management, preferably in a capacity related to the UN System;
- Experience in establishing inter-organizational partnerships and networks at the operational level;

2.2. Competencies

- Integrity and fairness- embodies UN values and national values and principles applicable in Kenya;
- Cultural sensitivity and adaptability- communicates effectively and relates well with people from diverse cultural backgrounds and demonstrates ability to see issues from other peoples' perspectives;
- Strong corporate commitment- works to achieve the goals of UNDP and Government of Kenya development cooperation and partnership;
- Knowledge of the Country's conflict contexts- including conflict environment, conflict scenarios, causes and drivers of conflict, conflict hotspots, and interventions in these conflicts;
- Ability to build strong relationships with external actors- cultivate productive relationships with donors, development partners, other stakeholders including institutions and individuals;
- Ability to provide leadership and supervision of programme staff; excellent oral and written communication skills; ability to anticipate and understand clients' needs, formulate clear strategic plans, prioritize interventions, and allocate resources according to priorities;
- Ability to develop innovative solutions – encourages and contributes creative solutions to address challenging situations;
- Ability to establish effective working relations in a multicultural team environment.

3. Language Requirements

Ability to effectively communicate in English and Kiswahili.

4. Applicability

Women Candidates are encouraged to apply.