

CARE KENYA  
JOB DESCRIPTION

Appendix C

**INTERNATIONAL IN KENYA  
JOB DESCRIPTION**

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: **TECHNICAL LEAD-GOVERNANCE & ACCOUNTABILITY**

DEPARTMENT/PROJECT: **KENYA DEVOLUTION PROGRAMME**

SUPERVISOR: **PROGRAM DIRECTOR**

LOCATION/DUTY STATION: **NAIROBI**

GRADE: **I**

**JOB SUMMARY & PURPOSE:**

The Technical Lead – Governance & Accountability will lead the delivery of the CARE Kenya’s programme on Governance and Accountability. The Technical Lead will bring senior technical expertise to CARE’s programming in Kenya. This will include supporting CARE’s country programme portfolio in securing new partnerships, and designing new interventions, as well as managing the delivery across CARE’s portfolio of projects in this sector. The post holder will report to the Programme Director.

This role will also be primarily responsible for providing technical leadership for the implementation of the FCDO funded KDP programme. This critical position will act as CARE’s senior technical expert on devolved inclusive governance, with a focus on social accountability and problem-driven iterative adaptive management. This will include implementing core deliverables, such as managing relationships with government, core partners and stakeholders, delivering training and providing technical accompaniment in support of programme activities.

The position will also be responsible for management of all aspects of the programme that CARE is responsible for, including coordinating operational delivery in six counties, and management of county level project coordinators. She/he will ensure consistent performance and adherence to donor regulations, ensuring synergies and an integrated vision among different stakeholders.

## **Tasks and responsibilities.**

### **R 1: Technical Leadership and Delivery**

**Task 1:** Lead key programme deliverables on ‘strengthening Government and citizens collaboration to address key problems in service delivery and poverty reduction’ in support of meaningful devolution in select Counties, with a focus on social accountability (working across multiple sectors and counties).

**Task 2:** Deliver training and accompaniment to programme staff, CSO partners and government officials on political economy analysis, participatory planning and budgeting, community scorecard approach, gender budget monitoring and CSO advocacy and coalition-building.

**Task 3:** Apply a problem-driven iterative and adaptive management approach through supporting political economy analysis, learning and adaptation of the programme.

**Task 4:** Provide technical leadership, quality control and experience to the Consortium and the CARE programme on devolution programming in Kenya, by embedding lessons and recommendations from previously implemented Devolution programmes (AHADI, KDSP, KADP).

**Task 5:** Support technical design of the KDP programme in the inception period and an on-going basis, ensuring gender equality and inclusive governance is central.

**Task 6:** Lead on developing risk management, mitigation and scenario-planning for the CARE programme

### **R 2: Programme Management**

**Task 1:** Lead high quality, results-oriented programme planning, implementation and reporting in compliance with the Consortium Lead, Government and CARE Kenya agreements and procedures.

**Task 2:** Lead the Budget management for the CARE programmatic component

**Task 3:** Coordinate effective monitoring and quality control of CARE’s KDP programme outputs/outcomes (in coordination with the MEAL Lead in the PMU)

**Task 4:** Lead and manage a team of Project Coordinators at the County Level

**Task 5:** Conduct periodic reviews of staff performance in line with CARE Kenya performance management system.

**Task 6:** Clarify roles, delegate responsibilities to senior staff, and clearly communicate expectations for staff contribution to programme activities.

**Task 7:** Participate in staff and consultant recruitment, in collaboration with Human Resources and programme stakeholders.

**Task 8:** Ensure programme strategies adhere to best practices in the sector – in particular in relation to safeguarding and do no harm practices

**Task 9:** Ensure that local laws and operational policies and protocols, including for security, are observed and respected.

**Task 10:** Work collaboratively, anticipate and overcome challenges or potential challenges faced by the consortium in the implementation of this programme

### **R3: Synergy, Communication and Coordination**

**Task 1:** Serve as primary focal point and liaison with the KDP consortium members on administrative and technical matters, and between CARE Kenya and CARE UK's contract management team and global inclusive governance technical team.

**Task 2:** Facilitate a clear communications strategy on CARE's governance work and impact in KDP and beyond with external stakeholders including government and civil society, in coordination with KDP partners.

**Task 3:** Facilitate relevant meetings between key stakeholders in accordance with the governance structure agreed by the consortium.

**Task 4:** Foster and maintain effective and professional relationships with and between all program stakeholders

### **R4: Representation (External/Internal)**

**Task 1:** Represent CARE and overall programme interests at national and county level meetings, workshops, and conferences.

**Task 2:** Promote the programme and programme learning at the national level and within the CARE confederation

### **QUALIFICATIONS:**

#### **1. Education:**

- Master's Degree (or equivalent) in a related democratic governance/development field or evidence of equivalent knowledge gained through experience

#### **2. Experience:**

- At least 7 years of demonstrable experience managing complex inclusive governance programmes, ideally in Kenya/East Africa. At least 5 years of demonstrable, progressive experience in managing large government and bilateral donor funded grants (e.g. FCDO, USAID). Familiar with key concepts, methodologies and theories around social accountability, participatory planning and budgeting, public expenditure tracking, civic engagement and women's voice and leadership.
- In-depth knowledge and understanding of the overall socio-political context in Kenya, with experience in devolution. Experience of working for INGOs in senior positions in Kenya or East Africa.
- Experience of management of partnerships, including with local CSOs, INGOs and government institutions
- A proven ability to establish high-level relationships and facilitate inter-institutional collaboration between devolved Government institutions in Kenya.

- Demonstrable experience of working with key government stakeholders at national and county level
- Demonstrated experience working collaboratively without the need for close supervision.
- Proficient in computer skills and use of relevant software and other applications (e.g. word processing, spreadsheets, database management, Internet).
- Successful track record in securing project funding in areas of peacebuilding, governance, humanitarian response, durable solutions, resilience or similar, including developing relationships, drafting proposals, concept notes and programme design document

**3. Competencies:**

- A demonstrable commitment to, and understanding of, gender equality and social inclusion
- Proven leadership, inter-personal and cross-cultural skills, and ability to build and motivate multi-disciplinary teams.
- Possesses a demonstrated ability to establish strong working relationships with senior representatives of national and local governments and consortium members.
- Ability to take responsibility, make decisions and monitor implementation and risks in a timely manner.
- Ability to effectively lead multi-stakeholder meetings and processes.
- Ability to analyze political issues, determine key risks or adverse trends, and come up with appropriate corrective measures.
- An ability to arbitrate between parties and to find solutions to challenging issues in an evolving development/emergency context is necessary.
- Demonstrable skills in strategic planning, financial and human resources management, supervision, and budgeting.
- Demonstrated ability to manage programs with rigorous timelines and deliverables and to track program quality through donor approved monitoring and evaluation systems.
- Strong negotiating, facilitation & influencing skills while maintaining political neutrality.
- Demonstrated creativity and willingness to innovate.
- Ability to integrate a rights based gender and diversity perspective in all activities
- Strong analytical skills and problem-solving skills.
- Ability to work under pressure, multi-task and meet deadlines.
- Commitment to working transparently and with integrity.
- Fluency in Oral and written English, with fluency in Kiswahili strongly preferred

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_