

Programme Manager (Kenya)

Job title:	Programme Manager (Kenya)
Place of work:	Nairobi, Kenya
Start date:	November 2021 or shortly thereafter
Employment rate:	80-100%
Contract duration:	2 years (with potential for extension)
Reporting:	Programme Officer, ICAR

About the International Centre for Asset Recovery (ICAR)

ICAR is a specialist centre of the Basel Institute on Governance that works with countries around the world to strengthen their capacities to recover stolen assets. Particular emphasis is placed on hands-on mentoring to assist law enforcement practitioners to conduct financial investigations, develop suitable strategies for the prosecution of corruption offences, and to identify, restrain and confiscate proceeds of crime.

ICAR also supports legislative and institutional reform processes, develops and delivers tailor-made training, and works with other international organisations to advance innovation and global policy dialogue on asset recovery.

ICAR programme in Kenya

Subject to donor funding, and building on the support provided to Kenya's Ethics and Anti-Corruption Commission (EACC), ICAR is anticipating the launch of a three-year programme to support Kenya's asset recovery chain.

Responsibilities

The post holder will report directly to the Programme Officer ICAR at HQ on matters related to financial, contract management, and HR aspects of the programme. She/he will also work very closely with the in-country technical advisory team to ensure that the programme is delivered in a timely, efficient, and effective manner.

Together with the Programme Officer, she/he will be responsible for managing the implementation of the programme. The key responsibilities and associated tasks are as follows:

Financial management

- Support the Programme Officer to design, monitor, and manage the programme budget;
- Support the Programme Officer on financial forecasting and reporting;
- Conduct the local accounting for all financial transactions conducted through the Kenya office in support of the programme;
- Prepare and submit the local office's quarterly financial reports according to ICAR guidelines and policies;
- Support ICAR in the preparation of programme audits and reviews;
- Review, in cooperation with the in-country personnel, local (and regional) applications for funding, and ensure that strict value-for-money principles as well as the Basel Institute's Procurement Policy are respected;
- Ensure professional documentation of all financial transactions.

Administration and operations support

- Administer and manage the local office (space and premises), including all associated office and programme delivery infrastructure;
- Book venues for workshops and similar programme-related events;
- Procure and administer local service suppliers in line with ICAR's and the Basel Institute's procurement guidelines;
- In coordination with the in-country technical advisory team, coordinate deployments by short-term experts;
- Advise short-term experts on accommodation and other related travel needs in relation to their in-country deployments;
- Support the in-country team and other programme staff and consultants with suitable transport arrangements, as required.

Technical management

- Support the in-country technical advisory team to draft programme reports, including interim and/or annual update reports;
- Support the in-country technical advisory team to monitor progress against the programme's goals through M&E tools etc.;
- Support the Programme Officer to manage programme risks by maintaining risk registers and implementing mitigating measures;
- Support the in-country technical advisory team with stakeholder management, including Government of Kenya, development partners, and Kenyan civil society organisations.

Qualifications

- Progressively responsible programme management experience, including managing consultant delivery; prior experience of working on international development programmes is strongly preferred;
- At the minimum, a Bachelor-level degree in a relevant field. Masters-level degree preferred;
- Demonstrated experience managing a budget, finances and forecasting;
- Ability to build effective, credible client relationships and networks including with a range of multicultural stakeholders;
- Strong analytical skills, both quantitative and qualitative;
- Excellent written and oral communication skills in English and Swahili, including report writing and presenting information, along with strong editing ability;
- High degree of organisational ability, including working well under pressure, and ability to understand complex areas of work;
- Superior computer skills including the full Microsoft suite, especially Excel;
- Experience with project management tools; basic project accounting an advantage.

Remuneration package

The salary will be commensurate to experience and responsibility. The position is entitled to an allowance for health insurance, and 25 days of paid leave per 12-month period.

Application

Please email your full application file, including a motivational letter in English and your detailed CV (merged into a single PDF file) at your earliest convenience (applications will be reviewed on a rolling basis), but no later than 15 October 2021 by email to: application@baselgovernance.org. Only short-listed candidates will be contacted.

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.