



## **PROGRAMME MANAGER**

### **About Katiba Institute:**

Katiba Institute (KI) is a research and litigation organisation established in 2011 to support the implementation of Kenya's 2010 Constitution and assist in developing a culture of constitutionalism in Kenya. It conducts constitutional research, comments on policy and laws from a constitutional perspective, and publishes books and other material on the Constitution. Much of KI's work involves going to court to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI also fosters constitutionalism in the East African region by promoting the exchange of academic discourse on constitutional issues and working with like-minded organisations to secure greater freedoms in the East African Region.

KI is registered in Kenya as a company limited by guarantee. It is headed by an Executive Director and has a distinguished Board. It operates under three departments: Public Interest Litigation (PIL) Unit; Research and Publication with Civic Engagement and Capacity Building; and Finance and Operations. Staff in the various departments do not work in silos but operate in a consultative and cooperative manner. KI also provides internship opportunities for students to develop their skills by working on projects under staff supervision.

### **About the Position:**

The Programme Manager will lead the Research and Publication with Civic Engagement and Capacity Building Department. The Programme Manager will be responsible for successfully implementing all departmental tasks and contributing to the realisation of the vision of the Department and of KI. The Programme Manager will be expected to commit to KI's values and policies.

### **Duties and Responsibilities:**

#### **Management**

- Conceptualise relevant interventions in advancement of KI's mission in accordance with the current strategic plan and context.
- Develop and coordinate the implementation of Department projects.
- Identify and pursue fundraising opportunities under the guidance of the Executive Director.
- Prepare annual work plans and budgets for the Department, including ensuring their consolidation with the institutional work plan and budget.

- Managing the Department's budget in collaboration with Finance and Administration Programmes and ensure the prudent use of KI's financial resources.
- Take charge of the departmental activities, including assigning tasks to staff and interns in the Department and monitoring progress to ensure quality control.
- Supervise Department staff, including conducting performance reviews.
- Report regularly to KI management on the progress made toward program deliverables, annual targets, and other work plans.

### **Programmatic Work**

- Forecast and create road maps to achieve project goals and ensure that programme activities and results follow KI standards or other standards in project management.
- Participate in project kick-off meetings, review meetings, and close-out meetings to highlight components aimed at replicating good practices and strengthening relationships with partners.
- Engage in policy review and advocacy to promote the implementation of the Constitution and promotion of human and peoples' rights.
- Undertake research, develop memoranda, position papers and submissions on topics relating to the Constitution.
- Establish and implement access to information, public participation, and engagement programmes in line with KI's overall strategy.
- Monitor and evaluate the implementation of government public participation programmes in alignment with KI's mandate and work plans.
- Maintain good working relationships with all key partners, including communities, constitutional commissions, government entities, related non-governmental organisations, and development partners.
- Monitor the project reporting schedules for and ensure adherence to donor contractual reporting deadlines, including review of reports to ensure information accuracy.
- In collaboration with the communication team, generate and disseminate knowledge products, such as publications and case studies, and conduct community and stakeholder trainings on constitutional issues.
- Assist in developing and updating KI's communication strategy, including working with the webmaster to ensure inclusions and updating of all relevant information on KI's website.
- Provide input in the development of institutional policies
- Meet individual donor requirements.
- Develop a culture of professionalism, respect for constitutional values and principles within the department.

### **Qualifications and experience:**

- Master's degree in Social Sciences, Economics, Statistics, Law, or other related studies required. At least five years' experience in project design, planning, implementation, and monitoring in an NGO environment.
- Demonstrated experience in managing teams and managing the implementation of more than one grant at a given time.
- Experience working with communities and civil society organisations in Kenya.
- Experience in resource mobilisation, including proposal development and development of donor reports.
- Experience in conducting high-quality, thorough research, writing, and presentations, preferably on constitutional, human rights, and rule of law issues.
- Working knowledge of M&E methodology and approaches (including quantitative, qualitative, and participatory), quality assurance, logical framework approach, and other strategic planning approaches for effective collaboration with KI's M&E specialist effectively.
- Demonstrated experience in qualitative and quantitative data collection, analysis and synthesis, and preparation of strategic information for decision-makers.
- Conviction in and commitment to constitutionalism and principles of human rights.
- Flexible and adaptable to changing priorities and stakeholder expectations.
- Ability to work under pressure and as part of a team.
- Ability to balance priorities and coordinate work effectively to meet deadlines and deal with heavy workloads;
- Sound judgment and temperament that enables interaction with persons from all sectors of society.
- A high standard of written and spoken English and Swahili is essential.

### **Submission of application:**

Please email a cover letter, curriculum vitae, and names and contacts of three referees to [careers@katibainstitute.org](mailto:careers@katibainstitute.org). Kindly indicate the title of the position in the subject of your email.

The application must reach us by, at the latest, **11 p.m. on Friday 20 August 2021.**

*Katiba Institute is an equal opportunity employer. Only shortlisted candidates will be contacted.*

*Katiba Institute does not solicit fees for any job advertisement.*