

Vacancy Announcement

Job Title: Head of Programs

Reports To: Regional Director

Location/Duty Station: Nairobi

Terms: Full Time

Duration: Permanent

The International Fund for Animal Welfare is a global non-profit helping animals and people thrive together. We are experts and everyday people, working across seas, oceans, and in more than 40 countries around the world. We rescue, rehabilitate, and release animals, and we restore and protect their natural habitats. The problems we’re up against are urgent and complicated. To solve them, we match fresh thinking with bold action. We partner with local communities, governments, non-governmental organisations, and businesses. Together, we pioneer new and innovative ways to help all species flourish.

Position Summary/ Objective

IFAW East Africa is a strategic region for IFAW’s priority programs. The Head of Programs leads and coordinates IFAW’s regional program efforts to ensure alignment with program and regional strategic priorities in accordance with the Institutional Strategic Plan (ISP). Working closely with the Regional Director and respective Programme Directors, the Head of Programs shall develop and support implementation of all program activities in the Region, monitor progress and assess impact. The incumbent will provide technical support in the development of new business including IFAW’s growth and expansion under the Transform Boundaries Initiative (TBI), and facilitate scoping for emerging opportunities.

Major Functions: Under the supervision of the Regional Director, the office bearer will ensure that IFAW East Africa deliver cross-programmatic animal welfare and conservation impact in priority places, ensure effective implementation of all current projects and support development of new business. This role will also ensure timely and quality program reporting and communications.

Role and Responsibilities

**Program implementation and coordination**

* In consultation with the Regional Director, Program DVPs and Programme Directors, develop and oversee the implementation of the East Africa Regional Strategy and associated implementation plans.
* Facilitate and coordinate IFAW East Africa’s projects , grants and contractors to ensure that they meet donor expectations and achieve IFAW’s program goals and strategies
* Establish, implement and oversee monitoring of conservation programmes and priorities in line with strategic plans which demonstrate our conservation targets.
* Maintain and deliver a plan and budget for the delivery of the projects in line with strategic plans.
* Ensure continuous and coherent flow of project information internally and externally, as appropriate to enhance integration across all programs undertaken in the region
* Provide technical advice, quality control and leadership to implementing teams, for restricted funding projects to ensure conservation and animal welfare coherence, timely implementation, trouble shooting and budget compliance
* Work with staff members of implementing teams to develop and then provide oversight to individual work-plans
* Holding brief and conducting additional tasks, related to the administration of the Regional office, as requested by the Regional Director

**Stakeholder engagement and partnership management**

* In liaison with the Regional Director, represent IFAW at local and International fora, meetings and workshops to articulate IFAW‘s vision, goals and East Africa program activities.
* Participate in the development and adaptive review of program strategies as guided by the respective Programme Directors and the Regional Director.
* Maintain a thorough working knowledge of animal welfare and conservation issues, including keeping abreast with emerging local and international developments and their implications to IFAW’s policies, strategies and values
* Establish and maintain contacts with key organizations inside and outside East Africa to further their understanding and gain their support for IFAW strategic priorities and goals.

**Communications and reporting**

* Work closely with IFAW’s Communication Manager, programme staff and partners to collate, compile, and edit input for appropriate use in publications, press releases, factsheets, blogs ,reports, educational materials, and other documents regarding IFAW programmes
* Ensure cross programmatic and full integration of IFAW East Africa strategies into IFAW’s international efforts and campaigns, Development, Communications, Finance, other Country and Regional offices, IOC and IFAW HQ
* Develop products/tools to showcase IFAW’s programs to external audiences and customers in furtherance of IFAW’s vision and mission
* Ensure timely submission of IFAW East Africa’s monthly and quarterly activity update reports.

**New business development**

* Identify funding opportunities and support proposal development for unrestricted and restricted funding in collaboration with all channels of the Development team
* Maintain regular contact and engagement with prospective Development agencies, Foundations and other funding agencies
* Support the design and establishment of conservation work in Tanzania and other priority places as part of the transforming boundaries initiative.

Qualifications and Education Requirements

* Minimum MSc in Wildlife Management or a similar post graduate degree in any field of Natural Resources Management preferred
* At least 7 years’ experience in wildlife/natural resources management preferably in both NGO and GO sectors.
* Sound knowledge of contemporary conservation and animal welfare issues in the region and globally
* 5 years’ experience working with senior managers and supervising middle level team members in a multi-disciplinary setting ,
* Detailed knowledge of Eastern and Central Africa’s culture and contemporary wildlife conservation and socio-political systems.
* Ability to work independently and collaboratively in teams.
* Proven ability to work effectively with diverse work groups in international and multicultural environments
* Strong analytical, organization and time management skills
* Knowledge of Financial procedures for non-Financial managers
* Ability to problem solve with little guidance.
* Excellent communication skills – oral and written and computer literate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities will change from time to time to meet the needs of the department and our company.

At IFAW, we aim to create and foster a workforce that reflects and contributes to the diverse, global community in which we work to improve the lives of both animals and people.    We are dedicated to fostering justice, equity, diversity, and inclusion so we actively encourage candidates from diverse backgrounds.

How to Apply

Please forward letter of interest, CV, and copy of credentials to the following **2 emails simultaneously**: recruitea@ifaw.org and talentsearch@tmconsulting.co.ke

Your application should include your **current** and **expected salary** and **benefits**. The subject for your application should read: **Head of Programs**

Applications should be received before close of business, **Friday, 13th August, 2021.**