

Principal Programme Manager at Crown Agents Ltd

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

Job Description

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MAIN RESPONSIBILITIES OF THE JOB

Manage:

Manage the full lifecycle of complex programmes and bids within time, scope and budget to a high quality, specifically the FCDO Funded Health Pooled Fund programme

Performance manages other PMO team members as appropriate

Manage your own time utilisation, ensuring that billable days are allocated to programmes and overhead time is within pre-agreed targets.

Provide management and leadership to project teams as per the project organisation”

Deliver:

Directly manage and support programmes to a high standard ensuring:

Contracted financial target is met or exceeded.

Deliverables are produced on time and to the highest quality. This will include coordinating inputs of the programme team to meet key stakeholder requirements.

Provide timely status reporting, including monthly RAG and quarterly Contract Review Reports updated on time to a high-quality standard

Ensure internal workplans and agreed action plans are followed by programme teams,

including consortium partners when relevant.

Ensure corporate compliance requirements are followed on programmes, this will include safeguarding and security.

Ensure strong risk management on all programmes, risks are mitigated and escalated as needed.

Strong internal and external communication is supported, including regular minute taking where appropriate.

Effective dissemination of cross-organisational learning(s) regarding project delivery

The mobilisation of long and short-term programme team members is supported.

Excellent relations with stakeholders are maintained and liaise with client, partner and other relevant individuals and organisations as required.

Management visits to programme countries are undertaken as and when required.

Target for billable days are achieved against forecast.

Payment for suppliers and contractors are arranged with the programme accountant.

The programme accountant is supported to arrange timely invoices, financial reports, forecasts and cashflow projections for internal monitoring purposes and for the client in line with contractual terms.

Partner expenditure is monitored against budgets, ensuring invoicing is on time and in line with agreed reporting.

Appropriate monitoring and lesson learning mechanisms are put in place

Any post-contract issues are resolved and documented as appropriate.

Win:

Manage bids as you would a project, ensuring targets are met, finances are managed and reported on, deadlines are adhered to, and the quality of deliverables remains high.

When bid managing, lead the bid process from pre-EOI stage through to commercial

negotiations on top priority proposals.

When bid managing, ensure the bid team meet deadlines, holding team members at all levels accountable to agreed deliverables.

Identify opportunities to 'build-out' from live programmes you manage.

Build:

Share and enable learnings from programmes and bids to be embedded into corporate processes and future delivery and winning opportunities.

Share your knowledge of best practice programme delivery with others in the company, providing advice and guidance as needed

Requirements

Qualifications

Degree level or equivalent working experience.

Experience

Demonstrable experience working in complex and time-pressured contexts

Demonstrable experience managing or coordinating multi-stakeholder programmes in developing countries

Experience using Microsoft applications

Ability to prioritise competing demands and creatively problem solve

Experience coordinating input from consortium partners and senior management

Experience in managing budgets for effective delivery; closely monitoring cashflow and ensuring strong forecasting and reporting to clients.

Experience in communications with clients, consortium partners and other programme stakeholders.

Demonstrable experience of leading and managing teams, driving innovation, value for money and project management excellence

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