

## SENIOR PROGRAM MANAGER

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Company: DT Global

Location: Kenya

Category: other-general

## SENIOR PROGRAMME MANAGER

### About DT Global

DT Global is shaping a future where sustainable development and innovation empower individuals, communities, and nations. We work in partnership with local stakeholders to foster inclusive prosperity, social equity, and environmental stewardship. Our global team of 2,500 staff and experts work in over 90 countries to solve complex problems in the peacebuilding, governance, economic development, environment, and human development sectors. With a track record of technical excellence and more than 60 years of international development experience and relationships, we deliver innovative solutions that transform lives.

For more information, please see

### About the Role

DT Global is seeking expression of interest from qualified candidates for the role of Senior Programme Manager to join our Nairobi office. The Senior Programme Manager will play an integral role in the successful implementation of DT Global programmes in the East Africa Region and liaise with other DT Global offices. The role will be responsible for the effective and efficient management of complex, multi-country, multi-sector, and multi-partner programmes. You will be assigned one or multiple programmes to deliver, cutting across different practice areas, depending on the needs of the business.

The role will also require close coordination with other DT Global Departments, such as finance, compliance, technical teams, and the programmes management team; working

with consortium partners and various external stakeholders, and ensuring that workplans, budgets, reports and contracts are completed following DT Global's processes and procedures and the client's requirements.

### **Specific Roles and Responsibilities:**

#### **Programme Management**

Contribute to the strategic planning and monitoring of programmes, resolving issues and initiating corrective actions as appropriate.

Ensure compliance with the terms of the head contract.

Lead the development and manage work planning process, consolidate workplans and budgets from various programme partners. Report progress made against the workplan both internally and externally to clients as appropriate.

Track programme deliverables, ensuring quality, timeliness and within budget, and in accordance with the agreed scope.

Ensure smooth coordination and excellent relationship management with clients and donors, project partners and subcontractors and other external stakeholders to align technical and operational needs with programmes.

Ensure project documents and deliverables are filed in the relevant databases for accessibility.

Conduct periodic project health checks which include programme risk assessment, mitigation, and escalation of the same to senior management in relation to, but not limited to quality delivery, financial, security, safeguarding etc.

In liaison with the Legal and Compliance Team, support due diligence of consultants and subcontractors.

Organise short term consultant inputs in line with organisational procurement policies and procedures, including preparation of TORs, sourcing, negotiating, drafting contracts, briefing, and managing consultants, liaising with and including HR and Legal and Compliance teams as required.

#### **Financial Management**

Contribute to the internal and external financial reporting requirements, consolidate financial reports from partners for submission to the client, manage invoicing from/to clients and partners as appropriate.

Contribute to programme budget management, monitor expenditures and costs against milestones and timesheets.

Provide oversight and quality assurance of financial reports and be able to critically review reports produced by Project Accountants

Support budget and forecast preparations as may be required.

Ensure programme financial management procedures and processes are being followed and identify issues quickly and proactively provide solutions.

### **Business Development**

Support the BD teams in the development of specific proposals, including pre-positioning on opportunities as required;

Lead specific bid sections such as recruitment process (identification and recruitment of appropriate long- and short-term personnel, formatting CVs, negotiate inputs and fee rates);

Writing and editing sections of proposals as designated by the lead bid writer;

Carrying out desk research in subject matters that are relevant for the content of proposals;

Contributing to the internal reviews of draft proposals.

### **About You**

#### **Selection Criteria:**

#### **Qualifications:**

A master's degree in economics, public policy, international development or related field.

#### **Experience, Knowledge, and Skills:**

Minimum of seven (7) years relevant experience in leading large and complex partnerships programmes.

Demonstrated project management skills, including budgeting, planning, and attention to operational detail.

A minimum of three (3) years relevant work experience in international development, with a focus on the private sector and SMEs.

Ability to manage high-level relationships with partner organizations, donors, and external stakeholders.

Attention to detail and advanced writing and presentation skills (clear, precise, creative)

Extremely proactive, able to learn quickly and have a proven track record of delivery in complex and rapidly changing contexts.

Experience of managing large, complex donor-funded programmes that operate in consortium set-ups.

Experience engaging with and managing consortium partners at a senior level as a prime operating across multiple geographies and managing delivery performance.

Experience establishing and maintaining effective relationships with key stakeholders including consortium partners, donors, and governments.

Clear and effective communication skills - both oral and written. Confident engaging with seniors across public and private sector organisations.

Experience of effective oversight and management of partner contractual delivery, financial reporting, and performance.

Sound ICT skills, with a high level of proficiency in MS Outlook, Word, Excel, and PowerPoint.

Significant experience of working in international development at a Programme Management level.

## **HOW TO APPLY**

To express interest, click the '**Apply Now**' button below. Interested parties must submit:

- 1) Your CV
- 2) A cover letter addressing the selection criteria

## **APPLICATIONS CLOSE – 26th February 2024, at 5PM East Africa Time (EAT)**

We thank all applicants for their interest. Kindly note, only short-listed candidates will be contacted. Any enquiries about this role may be sent to

DT Global is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. We are committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), and bribery prevention. DT Global is an equal opportunity employer and we encourage women, men, people with disabilities.

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