

Senior Programs Manager at Corporate Staffing

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Location: Kenya

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Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

Roles and Responsibilities

Management:

Lead the development, implementation and reporting of the Program and alignment with Digital strategic plan indicators.

Oversee overall coordination of Country-wide Activities including Program activities, training, key events and meetings.

Overseeing the effectiveness of the entire program for scale and impact.

Driving results – monitoring the success of youth trained getting linked to Online Work.

Develop and implement appropriate tools and related guidelines for continuous improvements of the program

Implementation and impact assessment in close consultation with the Management.

Supervision

Leading, mentoring and supervising the Team- Centre Managers, Trainers and Project staff and providing overall direction and leadership.

Effectively communicate with team members and management.

Assess staff's skills, performance and productivity to identify areas of improvement.

Oversee the monthly and quarterly plans for the program activities at the Centres.

Drive program values and philosophy in the Team and through all training activities.

Budgeting

In collaboration with the Management, lead and support resource forecasting, mobilization and allocation in accordance with the implementation plan and client guidelines.

Lead and oversee the development & implementation of overall work plans.

Proven track record of delivering on budget requirements.

Partners/Stakeholder Management

Build and manage relationships with stakeholders from the Public and Private sectors in order to identify and catalyse strategic opportunities to develop and support initiatives that align with the program's core objectives.

Establish and/or maintain relations with implementing Collaborators including Universities, Colleges, and Technical and Vocational institutions, for the program work.

Build a database of interested stakeholders in an effort to create the pool for Program stakeholders.

Represent the Program's overall interests and perspectives towards external and internal stakeholders.

Quality Control/Reporting

Quality control to ensure program results, effective delivery of training and impact – youth getting linked to Online Work.

Ensure proper documentation of project work, including best practices, evaluation reports, etc.

Oversee overall coordination of success stories, social media and engagement and documentation.

Keep abreast of ICT and digital trends, developments and best practices of online work.

Qualifications

Bachelor's degree in a business or related field.

A minimum of 5 years' experience in Management, preferably Youth, Training and Development Management.

Experience with Programs Management, digitally savvy, experience managing a team (delegate, organize work and people, hold meetings), prior experience working in large projects or with a large company/NGO etc. will be an added benefit.

Experience with online work/freelancing is an added advantage.

Excellent written, verbal and interpersonal communication skills.

Strong Leadership skills.

Superb track record in developing and executing successful youth training programs.

Strong leadership skills, resourceful, and self-motivated.

Detail-oriented, results-oriented, and great communication skills.

Proficient at reporting and working in a target-oriented environment.

Highly organized, reliable, and professional.

Thoughtful, values/morals, and has integrity even under pressure.

Female candidates encouraged to apply.

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