



Digital Opportunity Trust Kenya

Experienced Program Manager DOT Kenya – Nairobi

Closing Date: 10 May 2010

Digital Opportunity Trust (DOT) began operations in Kenya in 2005 and has been registered as a local non-profit organization since 2007, with head offices in Nairobi. DOT Kenya is part of an international network of DOT country programs that report to DOT global headquarters based in Ottawa, Canada (<http://dotrust.org/>).

DOT Kenya works with Community Based Organizations and education institutions to build ICT and business skills capacity of vulnerable groups (women, youth, unemployed) and micro and small enterprises in selected communities to increase their employment and income-generation opportunities.

DOT Kenya is currently running two programs which focus on capacity development of youth Interns who will become ICT Leaders and work through partner organizations to provide training and coaching to community members: (i) ReachUp! which focuses on mobilizing community entrepreneurs who want to increase their business skills and knowledge; and (ii) StartUp! which targets existing entrepreneurs and micro/small enterprise owners and develops skills related to use of technology and develops small business incubator opportunities and initiatives to connect communities, government and other national programs.

DOT Kenya is a young, agile and rapidly growing organization with a proven track record and community of local partners. The next few years will be a period of both dynamic growth and institutional and program innovation.

*To contribute to the management of this continuing growth, DOT Kenya is now seeking to hire an **experienced program manager** to join its small but committed team in Nairobi.*

The Position

Reporting to the Program Director, the focus of the Program Manager will be the day-to-day management of DOT Kenya's programs. The Program Manager will also be responsible for supervising DOT Kenya's Intern Support Managers, as well as its Communication Officer.

The position will be located in DOT Kenya's offices in Nairobi, Kenya.

Responsibilities

Administrative / Program

- Ensure project plan and targets are met, review progress frequently and analyze outcomes
- Manage the expansion of the program throughout the country
- Identify and Manage risks to the program as they arise
- Responsible for the operational impact of the program
- Ensuring that the program curriculum and design meets the expected standards

Country Team

- Lead local team on all program tasks
- Report regularly on program progress to the Program Director
- Set individual performance expectations for the Intern Support Managers and review every six months with individual members
- Suggest changes to be implemented with the team and set good example for team morale

Accounts

- Identify budget issues and liaise with the Program Director Kenya
- Responsible for keeping the accounts records and preparing the final accounts for Audit
- In charge of ensuring that the country budget does not exceed the set budget and responsible for the safe keeping of company properties and particularly the cheque books, company stamp & seal and any other valuables

Business Development

- Assist the Program Director in identifying and approaching potential funding partners
- Responsible for creating relationships with Micro Finance Institutions who can lend/loan funds to our community participants and advising the participants on the same.
- Assists as necessary in obtaining new business for DOT Kenya
- Any other duty that may be assigned from time to time

The Candidate

Qualifications and Experience

- Undergraduate degree in Project/Business Management studies, or related experience
- Accounting knowledge and ability to generate financial reports
- Knowledge of result-based management and monitoring and evaluation is desirable
- Strong experience and understanding of technology necessary
- Over 3 years work experience in a non-for-profit organization environment with awareness of the challenges and opportunities this type of work brings
- Good writing skills especially in proposal writing and business planning
- Previous experience in youth training will be an asset
- Ability to supervise and lead others

Personal Characteristics

- Possess a strong spirit for community service and share DOT Kenya's passion to contribute to a better Kenya;
- Have a preference for an entrepreneurial and agile work environment. Flexible, comfortable with ambiguity and receptive to new ideas;
- Be results driven. Motivated by a high sense of personal performance expectations and have a sense of urgency. Be a role model whose personal performance inspires others;
- Be strategic. Able to translate opportunity into program strategy;
- Have excellent interpersonal and communications skills. A comfortable leader and consensus builder, a team player;
- A knowledgeable promoter of the role of technology in modern economic development and formal and informal education;
- Enjoy working with youths and young adults and contributing to their development;
- Have highest personal ethics. A person who demonstrates integrity and is a model of ethical values and behavior at all times.

Compensation

DOT Kenya is a non-profit organization that recognizes that change is driven by involving the best people. Salary will be commensurate with experience.

For More Information

Closing date: 10 May 2010.

Applications and enquiries should be submitted to Heather Marshall, DOT Global, by email: HMarshall@dotrust.org.

Applications should include a cover letter, current curriculum vitae and the names and coordinates of three references. References will not be contacted without prior consent.

DOT Kenya will contact only those candidates who are invited for interview.