



Digital Opportunity Trust Kenya

Experienced Program Manager IBM Corporate Service Corps Program – Nairobi

Closing Date: 16 June 2010

IBM has developed a new employee leadership initiative called the Corporate Service Corps. The Corporate Service Corps (CSC) Program is designed to help enhance global economic opportunity, provide more access to education resources and to work on environmental issues. IBM's Corporate Service Corps will gather teams of IBM Leaders with a diversity of skills, drawn from different countries and business units and place them in emerging markets to tackle important social and economic issues in collaboration with NGO partners from around the world.

The IBM Leaders will work on projects of significant value in developing countries, in four-week assignments. These teams will tackle real societal, educational and economic challenges, while at the same time experiencing a diverse cultural perspective and enhancing their skills and leadership competencies.

Under the Corporate Service Corps, IBM will deploy IBM Leaders in teams of 8-10 people for a four-week in-country, on-the-ground experience. The on-the-ground experience will be extended by a period of pre-work to familiarize the volunteer with the local culture and language of their destination country as well as the content of the project on which they have been assigned to work. The experience will be followed by a post-work period intended for sharing the experience inside and possibly outside of the company.

Digital Opportunity Trust (DOT) has been selected by IBM as a Global Implementation Partner for IBM's new Corporate Service Corps (CSC) Program. DOT is already implementing the CSC program in Turkey, China and Egypt.

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/>). Through its core economic programs 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 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

The **Project Manager** will assume a **key role within the management team** for IBM CSC program.

The Project Manager will provide leadership and assume responsibility in the following areas:

- 1) Leading the planned expansion of IBM's new Corporate Service Corps (CSC) Program in Kenya (implemented by DOT)
- 2) Ensuring Operational Impact of projects and Monitoring and Evaluation
- 3) Facilitating knowledge sharing and coordination within the IBM and DOT international networks and regional/international program networks.

Duty Station & Reporting

- *Duty Station:* DOT Kenya Office in Nairobi
- *Reporting:* The Project Manager will have a reporting relationship with DOT Vice-President, Istanbul, Turkey.

Duties and Responsibilities

The key responsibilities of the Project Manager will include:

1. *IBM's new Corporate Service Corps (CSC) Program in Kenya:*
 - a. Manages overall operations and in-country implementation of IBM Corporate Service Corps (CSC) Program in Kenya. Specific responsibilities include: selection of cities for program deployments, management of relationships with host partner organizations in selected cities, development of detailed Statements of Work for IBM assignments, management of briefing, logistics and socio-cultural program and overall promotion and execution in-country CSC program experience in Kenya.

- b. Active team member in DOT's liaison with senior IBM CSC executive managers in London (UK) and Washington (USA) re planning and contribution to the CSC Program Pre-Service and Post-Service work experiences for each of the CSC team deployments.
- c. Active team member in planning and coordinating DOT input into IBM communications, knowledge sharing and security strategies for the IBM CSC program.
- d. Builds and manages relationships with key IBM CSC program stakeholders (both at regional/national level)
- e. Develops a Communications and Public Relations strategy for DOT (in consultation with IBM) to raise awareness of the program in Kenya

2. Operational Impact and Monitoring & Evaluation

- a. Responsible for operational impact of projects (i.e. CSC program, Identifies budget, personnel and risk issues as they arise and provides recommendations to DOT Regional Executive to address operational issues
- b. Ensure project plans and targets are met (CSC Program,) ensures successful delivery of projects; reviews progress frequently and prepares required progress reports for DOT
- c. Regularly communicates to DOT Regional Executive to provide program updates, as well as act as a point of contact for project partners.

3. Knowledge Sharing and Coordination

- a. Participate in monthly DOT international management team knowledge sharing and coordination meetings (as Kenya country lead)
- b. Participate in DOT regional or international knowledge sharing events and workshops (contingent on available funding)
- c. Develop options for deepening and expanding the project partnership in Kenya and potentially globally

Preferred skills, qualifications, experience, and language requirements

- Degree in business, economics, international development, international relations or another relevant field, with strong academic performance.
- Preferably Master's degree in business, social sciences and/or computer science or related field
- At least five successful years experience formally managing projects or programs
- Trained in project management methodologies
- Has managed teams of ten or larger on projects longer than one year
- Background includes detailed budget management & measurement reporting
- Ability to broker and convene productive coalitions between business, government and development partners, experience in building strategic relationships and networks (in Kenya and internationally)
- Sound understanding of economic and business development situation in Kenya
- Fluent in English
- The following would be strong assets:
 - on-the-ground experience related to issues of economic development and entrepreneurship
 - highly motivated, strong work ethic and desire/ability to develop new programs
 - good coach, skills transfer, detailed, dedicated, problem solver, risk manager, prioritization, interested in Flexible work arrangements
 - interest/desire to collaborate with other countries/programs internationally

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;
- Have highest personal ethics. A person who demonstrates integrity and is a model of ethical values and behavior at all times.

Duration of Contract

- 12 months
- Start: immediate

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: 16 June 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.