



Digital Opportunity Trust Kenya

Experienced Country Director DOT Kenya – Nairobi

Closing Date: As soon as possible

Digital Opportunity Trust (DOT) Kenya is a non-profit corporation registered under the laws of Kenya in 2007 with its head office in Nairobi. DOT Kenya has been delivering entrepreneurship and economic development programming through its youth-led model throughout the country since 2005. DOT Kenya is part of the Canadian-led global network of DOT organizations (dotrust.org) that are leading economic and education change in countries throughout Africa, the Middle East, Asia and the Americas.

DOT Kenya is an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic and entrepreneurial opportunities. DOT's vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability and gender inequality. DOT's signature entrepreneurship program, ReachUp!, integrates ICT, life skills, and micro-enterprise development and is delivered in a cost-effective manner, using university graduates to train and build capacity of youth in their communities. DOT transforms and supports young women and men, as they become leaders of economic and education change in their societies.

DOT operates within a fundamental principle of local ownership. DOT invests in local management and staff, creates a local organization with a local board of directors and develops a local business plan to govern sustainable, growth, local resource expansion and local job creation.

DOT Kenya is a young, agile and rapidly growing organization with a proven track record and a network of national and community-based partners. DOT Kenya is currently supported by the Canadian International Development Agency and has recently received a major grant from The MasterCard Foundation to scale its programming in Kenya and Rwanda.

*To contribute to its continued growth, DOT Kenya is now seeking to hire an **experienced Country Director** to lead its team of professionals in Nairobi.*

The Position

Reporting to the Canada-based Senior Director – Global Operations, the Kenya Country Director is the local executive responsible for leading the delivery and growth of DOT Kenya programming. The Country Director is

responsible for program operations, organizational development, in-country fund-raising, partnership and stakeholder relations, Board relations, and is the overall external spokesperson for the DOT program in Kenya. The Country Director is a member of the East Africa management team led by the Director of DOT's East Africa Regional Support Office.

The position is located in Nairobi, Kenya.

Responsibilities

- Manages all aspects of DOT Kenya operations;
- Manages, owns and implements the strategic plan and vision for DOT Kenya country operations and programming;
- Accountable to DOT global and local stakeholders for program effectiveness – ensures programming is responsive to partner and beneficiary needs;
- Hires team members, sets individual performance expectations, manages human resource issues;
- Ensures that all staff have clearly defined roles and responsibilities and access to the resources they require to be successful;
- Ensures the accurate, cost-effective and transparent financial management of the operation;
- Ensures policies and procedures are implemented that support transparent, accountable, efficient and effective country operations;
- Owns the publicity/PR/promotion plan with potential donors and partners as key target audience;
- Maintains high-level communications and relations with a growing network of relevant stakeholders (community, government, private sector partners and donors);
- Leads development and implementation of local sustainability and growth plan with support of Director of the Regional Support Office;
- Ensures standardized and coordinated monitoring and evaluation of program outcomes and makes recommendations to rest of team, DOT global, and stakeholders;
- Collaborates with other DOT country directors, the Regional Support Office and the DOT global management and executive teams.
- Maintains timely and effective communication with the Board of Directors.

The Candidate

Qualifications and Experience

- 5 to 10 years experience managing organizations, associations or large initiatives with progressively greater responsibility – preferably with youth development focus;
- Experience with training design and facilitation is desirable;
- Well respected in the private and public sectors;
- Experience in technology leadership and advocacy;
- Recognized as innovative, entrepreneurial and a visionary;
- Formally trained in project management methodologies;
- Experience and track record with developing successful funding approaches and proposals;
- Experienced in budget preparation and financial management;
- Minimum of undergraduate degree in business, computer science or related field;
- Strong appreciation for community development;
- Proven relationship management skills;
- Excellent command of spoken and written English, working knowledge of Swahili is an asset;
- High level of proficiency in office desktop and Internet applications.

Personal Characteristics

- Possesses a strong spirit for community service and shares DOT Kenya's passion to contribute to a better Kenya;
- Has a preference for an entrepreneurial and agile work environment. Comfortable facing dynamic challenges and receptive to new ideas;
- Be results driven, motivated by a high sense of personal performance expectations and 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.
- Be comfortable leading, mentoring, inspiring and motivating staff. A listener, consensus builder, and team player.
- A knowledgeable promoter of the role of technology in modern economic development and formal and informal education;

Digital Opportunity Trust

- 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 competitive and commensurate with experience.

For More Information

Closing date: As soon as possible

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 Global will contact only those candidates who are invited for interview.