



Job Title: Head of Programmes

Location: Kenya

Contract: Fixed Term Contract (2-years)

Reporting to: Executive Director Learning & Engagement

We will only be accepting applications from candidates with the Right To Work in Kenya.

Please note: CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes. If you have any concerns please contact

Recruitment@camfed.org

Principle Accountability

The Head of Programs will provide overall strategic leadership to ensure the success of CAMFED's strategy in Kenya, drive creative and ambitious social and systemic change in the achievement of CAMFED's mission. Multiply educational opportunities for girls and empower young women to become leaders of change, as the most effective strategy to tackle poverty and inequality. Establish, build and lead CAMFED in Kenya, and be responsible for the success and reputation of CAMFED Kenya. The Head of Programs will build a strong institutional architecture and dynamic team to deliver CAMFED's strategy through a solid foundation of co-creation with government and communities. Will steer growth, quality, impact, and strategic positioning at all levels.

Work with the Executive Director – Learning & Engagement and CAMFED Consortium Executive Team to support the Board of CAMFED in Kenya in ensuring good governance, accountability, integrity and strategic growth of the organization and its role in the broader Consortium regionally and globally.

Specific Accountabilities

Provide Strategic Leadership and Accountability

- Lead the establishment of a new CAMFED Kenya entity ensuring the appropriate registration and setting up of key operations infrastructure and team in line with CAMFED's policies, strategy, as well as in compliance with local legislation and strategic opportunities.
- Oversee the processes of CAMFED Kenya ensuring ongoing statutory and administrative compliance.
- Lead the strategic planning and implementation framework for CAMFED in Kenya, ensuring staff and stakeholders are engaged, supported to jointly deliver on the current and future strategy.
- In consultation with CAMFED Senior Management, strategically support the formation and coordination of a CAMFED Kenya board.
- Drive the strategic plan and growth of the organization in line with its mission and vision, considering the local, national, regional, and global context.
- Lead the analysis of internal and external issues that affect the organization, as well as opportunities, informing the Executive for effective decision-making and the appropriate steer to safeguard its impact and reputation.
- Work alongside the ED-L&E to support and implement policies and procedures, as guided by the CAMFED Consortium.



- Ensure that the strategy and its implementation meet the expectations of its clients, Board and Funders, and is aligned with the partnership with that the programmes contribute to its mission and reflect the priorities of its primary clients.
- Lead strategic representation of the organization to promote successful realization of its mandate and objectives, sustaining CAMFED's reputation for excellence.
- Ensure alignment of CAMFED's work in Kenya, with the priorities of Kenya's government, including the Ministry of Education priorities towards effective cooperation and collaboration for impact.
- Embed a focus on impact, continuous learning, and ongoing improvement in program development and delivery.

Programmes, Operational Oversight and Learning

- Lead the planning, implementation, evaluation, and ongoing quality improvement of the organization's programmes which must incorporate goals and objectives that work towards the strategic direction of the organization.
- Lead the CAMFED Kenya team, to promote efficient management of programme implementation, operation support, quality, and impact.
- Ensure alignment of delivery with CAMFED's strategic plan and system transformation goals, engaging with colleagues and learning from across the CAMFED consortium.
- Establish and drive a learning agenda including prioritising knowledge management and embedding of learning across all functions, including supporting delivery of a research framework for CAMFED's programme in Kenya, working closely with the Executive Director - Learning and Engagement.

Strategic positioning, influence and Partnerships

- Forge and manage relationships and partnerships with key stakeholders and implementers within the education sector at all levels, ensuring strategic leverage of the power of collective action to accelerate impact and influence systemic change and in advancing CAMFED's mission.
- Represent CAMFED in key national forums and targeted regional and global forums, and position frontline expertise to inform policy dialogue and communities of practice.
- Bolster fundraising efforts including liaising with colleagues across the CAMFED global consortium to contribute to and guide transformational proposal development, manage the implementation of contracts in compliance with donor expectations.
- Position CAMFED as a thought leader and strengthen its influence and convening power.
- Commit to the principles and practice of the Statement of Intent which governs the relationship between CAMFED Operations and the CAMFED Association.
- Rally and support a dynamic and vibrant Network of CAMFED Association leaders and champions to ensure multiple strong voices and leadership in advancing the influence and impact of the organization.
- Lead a coordinated and robust advocacy plan that supports the strategy of the organization, working closely with the Communications team, CAMA and Champions
- Convene and participate in key platforms (policy dialogues, thought sessions and other forums) to amplify the work of CAMFED and influence key decision makers in line with CAMFED's mandate.



People management and culture

- Ensure appropriate staffing requirements (technical, operational) and alignment of the staffing plan to the strategic plan and its delivery; Recruit and onboard new team capacity as required and approved by the CAMFED global executive; overseeing staff performance and remuneration's framework.
- Foster a vibrant and agile work environment and culture that enables staff to thrive and promote a high performing and engaged team, for the successful delivery and impact of CAMFED's strategic ambitions in Kenya
- Oversee the implementation of the People and Culture policies, procedures and practices in accordance with organizational policies as well as relevant legislation and regulations.
- Work and engage with lawyers and the CAMFED's People and Culture team to adapt and ensure the integration of Kenya specific policies, laws and practices into the organisational policies governing the operation of the CAMFED in Kenya.
- Work in partnership with the Strategic People Partner in Africa to shape and deliver on People and Culture ambitions.
- Oversee staff and volunteers' compliance with organisational operations and procedures, as laid out in Organisational key documents including CAMFED's Child Protection and Safeguarding policy, Financial Procedures manual, Procurement policy and HR Handbook.

Financial oversight and resourcing

- Oversee development of CAMFED Kenya's annual and medium-term budgeting aligned to the strategic and annual operational plans.
- Coordinate the fundraising efforts for CAMFED Kenya working with the Development team and Board to secure adequate funding for the operation of the organization.
- Ensure stewardship of the organisations resources and accountability in line with CAMFED's policies, in compliance to various donor terms as well as key legislations
- Approve expenditures within the authority delegated by the organization's Authority matrix and related policies.
- Provide comprehensive, regular reports on the revenues and expenditure of the organization.

Risk management

- Lead the development and implementation of the risk management framework of CAMFED in Kenya and measures to control risks.
- Ensure that the organization carries appropriate and adequate insurance coverage, reviewed from time to time to ensure appropriateness with changing environments and needs.
- In consultation with the Executive Team: review, update and/or develop policies and procedures across the organisation's operations and ensure all staff and the Board are fully appraised and comply.
- Ensure the highest levels of probity, accountability, and transparency across all programme implementations.
- Advise the executive on any corrective measures needed to minimise risk and safeguard the organisation and its operations.
- Any other duties as defined by the Executive Director – Learning & Engagement.



Person specification

- A degree in International Development, Business Administration, Social Sciences, Non-Profit Management, or a related field. A master's degree is desirable.
- Senior leadership experience in the charity, non-profit, or international development sector.
- Proven track record of managing multi-functional teams and large-scale projects in a developing country.
- Experience working with government agencies, donors, and community stakeholders.
- Strong background in financial management, fundraising, and compliance.
- Passionate about CAMFED impact and the mission.
- Highly adaptable, resilient, and culturally sensitive.
- Strong integrity, ethical leadership, and accountability.
- Excellent communication and negotiation skills.
- Willingness to travel nationally and internationally as required.

Equality, Diversity and Inclusion at CAMFED

CAMFED is an equal opportunity employer, committed to creating an inclusive environment for all employees. We welcome applicants from diverse backgrounds, including those from marginalised communities.

All official communication pertaining to job applications and interviews will be exclusively conducted through CAMFED's official channels. These can be found on our website (<http://www.camfed.org>). CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes.

CAMFED has a zero-tolerance approach to sexual exploitation, abuse, discrimination and harassment in all forms. All applicants will, therefore, be subject to a comprehensive verification process, which includes background and reference checks, as well as verification of qualifications.

Application details

Please submit your application by 17:00 BST Monday 23rd June, 2025