

APDK is a local NGO committed to improving the quality of life of persons with disabilities in Kenya and beyond. We are looking to fill the following position:

**NATIONAL HEAD OF PROGRAMS:**

The holder of the position will work with the CEO in National Coordination of APDK countrywide programs in partnership with Ministry of Health both National and County government, International and local donors, other government agencies and partners, in line with policies and regulations.

**RESPONSIBILITIES**

**1. Planning**

- Develop & Align Program Strategy, collaborate with branches to create and implement annual work plans and budgets.
- Support APDK's strategic objectives for both national and branch operations.
- Drive Programmatic Efficiency, Partner with branch coordinators and managers to develop monthly/quarterly financial forecasts.
- Collaborate with the Chief Accountant's office for long-term financial planning, ensuring effective resource allocation for program implementation and achieving CEO-approved goals.
- Work closely with the branches in identifying emerging issues in the branches program implementation and provide strategic discussions for planning to the CEO.
- Identify funding opportunities for programs, develop strategic proposals in line with the organization objectives for CEO's approval for programmatic execution.

**2. Reports**

- Deliver Program Insights, Generate timely and comprehensive program reports (monthly, quarterly, bi-annual, annual) with qualitative and quantitative data.
- Prepare tailored donor reports in collaboration with the Head of Finance.
- Partner with the M&E office to analyze reports, extracting valuable insights to inform strategic planning and program implementation for both the CEO and branches.

**3. Field supervision and support**

- Conduct quarterly branch reviews, undertake regular on-site visits to assess branch performance, monitor program activities, and present progress updates to the CEO.
- Lead & Develop Program Teams, Provide oversight and guidance to program staff across the national office and branches.
- Conduct targeted branch visits to ensure program effectiveness, addressing feedback from reports and donor needs.
- Provide guidance and strategic advises to the branches coordinators and managers and ensure effective and efficient program implementation.

- Ensure that APDK staff members adheres to policies and regulations as required by the organization standards.

#### **4. Networking & collaboration**

- Champion APDK Visibility, Foster positive relationships with stakeholders and effectively market APDK's services at county, national, and international levels.
- Secure Continued Funding, cultivate relationships with existing donors and identify new prospects to secure ongoing program support and explore funding opportunities for new initiatives.
- Ability to deliver on donor commitments, ensure timely and thorough fulfillment of donor requirements to maintain strong funding partnerships.
- Keep CEO Informed & Aligned, proactively communicate key developments and seek CEO approval for major decisions to ensure strategic alignment.

#### **Requirements:**

- A master's Degree in Project Management or any other relevant degree e.g. Development Studies, Social Sciences, Public Health, Business Administration. A post graduate diploma in Rehabilitation Services will be an added advantage
- Minimum of 5-year experience in a similar position particularly with an NGO is preferred
- Great written and verbal communication skills
- Ability to work under pressure and meet deadlines
- Track record of acting with integrity and a strong business acumen
- Ability to lead and work with a team
- Willingness to commit and adhere to APDK mandate, mission, vision and values

#### **Application Procedure:**

Candidates with the required profile and proven experiences, are invited to send their applications to [jobs@apdk.org](mailto:jobs@apdk.org) before 5<sup>th</sup> July 2024.

Persons with disabilities who meet the qualifications are encouraged to apply for this position. Shortlisting will be done on a rolling basis; only short-listed candidates will be contacted.

APDK is an equal opportunity employer.

