



POSITION VACANT

The **Independent Medico-Legal Unit (IMLU)** is a governance, health and human rights non-profit making organization, whose vision is *A Just World Free from Torture*. Our work is underpinned by a holistic approach involving litigation, medical and psychosocial rehabilitation of survivors of torture, monitoring government adherence to its human rights obligations and advocacy for policy, legal and institutional reforms. Over the last two decades we have assisted over 4,000 victims of torture, cruel, degrading and inhuman treatment through the support of our national networks of professionals: doctors, trauma counselors, lawyers, human rights monitors and journalists.

Job Title	Programme Manager
Location	Nairobi with frequent travel
Position reports to	Executive Director
Duration	1 year renewable on performance
Required	Immediate

KEY RESPONSIBILITIES:

Program Design; Monitoring and Evaluation; Resource Mobilization; Line Management.

KEY DUTIES AND RESPONSIBILITIES:

1. Programme Monitoring and Evaluation

- Design and implement a functional monitoring and evaluation system including inducting staff on the system;
- Leadership of all organizational monitoring and evaluation interventions;
- Monitor programme progress and performance in relation to established work plans and objectives and ensure corrective measures are taken as required
- Strengthen partnership and coordination with partners and stakeholders within the context of programme implementation
- Provide technical support to programme officers in monitoring, evaluation and learning;
- Provide technical support for the development of structured opportunities of institutional learning including highlighting success stories and lessons learnt and development of good practices.

2. Resource mobilization and Accountability

- Leadership in exploring, forecasting and advising the management team on the needs of the organisation, and grant making trends;
- Develop exceptional proposals and concepts for financial support and sustainability of programme interventions, in collaboration with all programme officers, and maintaining a well-managed proposal tracking matrix.
- Maintaining healthy relationships with development partners including securing of donors, donor advocacy, attending meetings and assist to respond to program related correspondences;
- Lead in preparation and timely submission of donor reports;
- Support the executive director in donor liaison;
- Coordinate and ensure timely delivery of internal/external evaluations of the programme as required.

3. Line Management

In liaison with the HR officer, assist the executive director in performance management of programme team, including appraisals, mentorship, coaching, guidance, training and development

4. Financial Management

- Provide leadership in program budgeting
- Lead the program team in compliance with requirements of the finance policy
- Ensure implementation of program interventions within expenditure timelines

5. Corporate Governance

- Provide programme updates, briefs and advice to management, board and stakeholders;

QUALIFICATIONS

- Masters degree in social sciences, law, medicine, psychology or other relevant area plus 6 years **relevant** working experience.

OR

- Undergraduate degree with 8 years **relevant** working experience.

COMPETENCIES

1. Professional

- Demonstrable experience and understanding of “PCM and M&E;
- Demonstrated thematic knowledge and experience in governance and human rights issues
- Demonstrated professional experience in the use of innovative management tools and instruments to improve efficiency, effectiveness, accountability and transparency
- Skills in results-orientated programme development and implementation
- Excellent analytical, writing and advocacy skills
- Proficiency in computer skills

2. Management and Leadership

- Ability to facilitate and encourage open communication in the team
- Ability to rally and motivate a team towards a common goal
- Ability to set priorities and produce timely and quality outputs
- Proven track record of excellence in management and ability to delegate appropriate responsibility, accountability and decision making authority;
- Proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff;

APPLICATION PROCEDURE:

If you believe you have the talent we are looking for, have passion and commitment to human rights and your experience and qualification matches the above, you are invited to send your application letter and CV, including your **current salary, expected remuneration, three professional referees** and **day time telephone contacts** to jobs@imlu.org with the subject matter **PROGRAMME MANAGER** by **4pm, Wednesday, 4th March, 2015.**