



Fadhili Trust

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17th November, 2023

VACANCY ANNOUNCEMENT

Fadhili Trust is a Christian organization headquartered at Kiserian, Kajiado County. Its' mandate is to provide sustainable solutions to the problem of poverty and food insecurity in slums and rural areas through sustainable environmental & livelihood programs. Fadhili is seeking a suitable, self-driven, result-oriented and visionary candidate to fill the following position:

Program Manager

Reporting to the Executive Director, the successful candidate will oversee the coordination and administration of various aspects of the organization including designing, planning, initiation and management of projects, providing strategic guidance to Project Officers and other key members of staff, as well as aligning all key activities to Fadhili's vision and mission.

Key Responsibilities

- Monitor key performance indicators for all projects
- Manage international and local stakeholder/partner communication
- Review quality, accuracy and timeliness of narrative and financial reports
- Ensure strong teamwork amongst staff
- Manage risks, resources and budgets

Qualifications and Experience

A Masters' degree from a recognized university in any of the following disciplines and/or related fields:

- Project management
- Monitoring and Evaluation
- Business management

Other factors to be considered include:

- Over 5 years' experience working with non-governmental organizations with projects at the grassroots level
- Demonstrated success in the management of grant funded projects
- Proficiency in all Microsoft Office applications
- Excellent organizational and time management skills

- Ability to work independently without direct supervision
- A post graduate Diploma in Human Resource management will be an added advantage

**Candidates with a Bachelors' degree in the indicated fields and over 10 years' experience as shown above, will also be considered.*

Additional Requirements

- Application letter and a detailed CV stating current position, email address and telephone contacts
- The CV must have names, email addresses and phone numbers of two referees (One of whom must be a professional who has supervised you in the course of your work)
- Copies of your academic and other relevant certificates
- Copy of National Identity Card

Applications to be received by COB Friday the 15th December, 2023. They should be send to the email below and addressed to:

The Executive Director
Fadhili Trust
P.O. Box 244-00511
Kajiado
info@fadhilitrust.org

**Only shortlisted candidates will be contacted.*

**Fadhili
Trust**

