REF: ACT/PFM/15/2022

VACANCY ANNOUCEMENT

TECHNICAL LEAD-PUBLIC FINANCE MANAGEMENT (ACT-PFM-15-2022)

Act Change Transform (Act!) is a local Non-Governmental Organization whose mission is to facilitate the empowerment of marginalized people and communities in Kenya and neighboring countries, to become active participants in their development by enabling them to: stand up for their rights; demand good governance in the management of resources; and participate in decision making processes. Act! does this through implementing partners, offering them capacity development, management of grants so that value for money is achieved and providing strategic leadership in national advocacy for the benefit of women, youth, people with disabilities and other marginalized communities.

Act Change Transform (Act!) together with its consortium partners and strategic implementing partners are implementing the FCDO funded Kenya Devolution Programme (KDP) from 1st July 2021 to 31st March 2025. The devolution programme fits into the Act! Strategic Focus Area of Democracy, Governance and Human Rights, which is one of the FOUR key platforms of our programmatic operations. KDP is designed to strengthen the devolution benefits and services outcomes for citizens of Kenya as well as enhance the planning, coordination and collaboration between and among key devolution institutions in Kenya including Inter-Governmental Relations institutions, County Governance & County Assemblies, Civil Society and Private Sectors around public finance management, accountability and citizens engagement, capacity strengthening for own source revenue and digital & technological approaches. KDP will be implemented in 10 Counties of Kenya, with a possibility of extending to a maximum of 16 Counties.

Job Summary

The **Technical Lead- Public Finance Management** position is a full time staff of Act Change Transform (Act!). S/he will lead Component II on Effective County Planning, Public Finance Management and Staff Performance, ensuring highest quality of implementation, adherence and compliance with Act!'s Democracy, Governance and Human Rights Portfolio Implementation standards, guidelines, policies, rules and regulations, making recommendations on desirable improvements and operationalisation actions that lead to top A+ performance.

Reporting to the KDP Team Leader, S/he is directly responsible for the quality and performance of the component II staff and sub-contracted partners. S/he is also responsible for the overall planning, budgeting, activity implementation, quality and timeliness of all deliverables, external representation, and coordination of consortium and downstream partners input to this component.

Key Responsibilities

Component Leadership and Management

- Lead the day-to-day implementation and management of the Public Finance Component.
- Coordinate with other technical leads, consortium and implementing partners' on their contributions to the overall programme's deliverable.

- Support the preparation of and implementation of the quarterly and annual work plans in fulfillment of the programme's strategic objectives and goals, and within the allocated budget.
- Establish and maintain close working relationships with National and County governments, CSOs and Private Sector Stakeholders, and other relevant actors.
- Coordinate effectively and seamlessly with all sub partners, component team members, experts and advisors of the component.
- Be responsible for leadership of the drafting and timely submission of all periodic updates and detailed reports to the KDP Secretariat Team, Act! Senior Management Team and the donor, ensuring that such reports are aligned to and meet all the internal reporting requirements and the donor.
- Contribute to the highest quality of programme monitoring, evaluation, reporting, and communications.
- May be called upon to represent Act! in national and sub-national events such as donor meetings; stakeholder meetings; partner events and meetings etc. as may be discussed and agreed with the Act! Chief Executive Officer.
- Perform other duties as may be assigned from time to time by the direct supervisor.

Component Team Management

- Ensure compliance with Act! and donor policies, rules, conditions and guidelines, particularly with respect to KDP/Timiza Ugatuzi funds.
- Establish strong working relationships with the field staff, where applicable to ensure efficient completion of all tasks and within the allocated budget.
- Provide general supervision and mentoring of staff working on the component; effective performance management and activities coordination - leading to the highest quality of employee effectiveness.
- Supervise and coordinate the inputs of technical consultants under the component, including review of all reports and deliverables.
- Participate in technical and KDP team coordination meetings sharing accurate and timely progress and planned activities information.

Financial Responsibility

- Work towards the timely and full completion of all tasks within the provided timelines and allocated budgets whilst realising value for money.
- Support the preparation and presentation of financial reports to internal and external stakeholders and contracted partners.
- Support the Administrative & Procurement processes in conjunction with Act!'s Administrative department and in accordance with Act! policies and donor rules and regulations.
- Follow all the procurement procedures including awareness of the authority to make purchases and or incur expenses within the guidelines and policies established by Act!. Ensuring tax compliance.
- Work closely with the Grants Department in providing up to date reports on partner's performance.

Decision Making/Problem Solving

- Must possess high level awareness and ability to assess risks and safeguarding factors and to generate timely responses to any threats in ways that ensure that the components implementation is smooth and efficient.

- The ability to investigate and analyse contextual issues (situational analysis) based on information and data from dependable sources to inform decision making and the development of protocols and procedures is a key requirement for the position holder. Thus, the holder should be able to spearhead the development and oversee the implementation of strategies to monitor and mitigate threats and their potential impacts.

Capacity Development

- Ensure technical quality of capacity development components within the component.
- Assist where necessary in developing and operational sing various capacity development initiatives including facilitation and training as required, and reviewing all technical training and facilitation guides produced by the component.

Monitoring Evaluation Reporting and Learning

- Work closely with the MERL Technical Lead to develop program baseline targets and provide quality control in reviewing reports from partners supported through the component.
- Develop publication materials and liaise with publicists for production.
- Coordinate research initiatives within the platform and work with consultants (where applicable) on final products.
- Participate in setting program targets in line with the overall strategic goal of the platform.
- Provide up-to-date reporting to partners including beneficiaries and donors.
- Prepare quarterly and other reports as required, contribute to the documentation of success stories and share lessons learned with Act! and other program stakeholders including grantees and donors.

Representation and Networking

- Maintain good external linkages with all actors including government and the community.
- Establish and maintain regular contact with beneficiary groups and partner organizations, and to liaise and co-ordinate with the appropriate government and non-governmental bodies whenever appropriate to ensure successful project progress.
- Negotiate collaboration with partner institutions and government departments in support of Act!.
- Represent the program and Act! at meetings, forums and processes to stay up to date with unfolding events or issues and ensure that Act! is best placed to advise donors and other stakeholders.

Qualification, Experience and Skills:

Academic Qualifications

A minimum of a Master's degree in any of the following fields: (1). development studies; (2). business administration; (3). Governance; (4). Political science; (5). Finance; (6). Public policy, or any (7). Other related fields. Professional Accounting Qualification is a pre-requisite.

Professional Qualifications

Post graduate qualification in Project Management or specialized subject area.

Experience

- Minimum of 10 years' experience in programme management at national level and extensive knowledge and familiarity with the political, economic and social context of Kenya.

- Proven track record with democracy and governance programming; solid experience working with civil society and in designing and implementing Inter-Governmental Relations interventions.
- Experience working with devolution management bodies, capacity building, training, drafting of policies, outreach and engagement of key stakeholders will be an added advantage.
- Familiarity with the international donor community and experience as an action-oriented interlocutor with democracy-development actors at all levels.
- Demonstrated knowledge of multiple donor rules, regulations and priorities including UKAID/FCDO.
- Exemplary report writing skills and budget management.

Other Relevant Skills and Knowledge

Previous experience working in the county treasury is an added advantage. The suitable candidate must be thorough, reflect attention for detail, and possess strong consultative and collaborative qualities and style of working. Be capable of working in a multi-cultural environment.

Essential Skills and Competencies

- The candidates for this position must be fluent in written and spoken English and Kiswahili. Proficiency in other local languages may be an added benefit.
- Excellent People Management skills.
- Strong Public Relations and representational skills.
- Strong written and oral communication skills.
- Highly proficient in Microsoft Word, Excel, Access, PowerPoint and the use of Internet for research.
- Willingness to travel frequently.

Complexity and difficulty of the work

- A demanding job that requires tolerance, sector knowledge and extensive familiarity with local political dynamics.

How to Apply:

If you meet the requirements as contained in the position description, please submit (1) a detailed and current CV; (2) an Application Cover Letter demonstrating why you qualify for the position and three referees including their most current contact details. All applications should be submitted electronically to **hr.admin@act.or.ke** quoting the reference number **(ACT/PFM/15/2022)** and **position** on the e-mail subject line.

Deadline for applications submission is **12:00 PM, Friday 29th July, 2022.**

Act! is an equal opportunity employer with zero tolerance to corruption.