



Head of Programs

February 2025

About Akili Dada

Akili Dada is an award-winning leadership incubator anchored on the belief that girls and young women CAN, DO and WILL LEAD. Our mission is to nurture transformational feminist leadership in girls and young women from underserved backgrounds to meet the urgent need for more African women in leadership.

We journey alongside adolescent girls and young women, supporting them in creating and implementing solutions to their communities' challenges. We build their capacity to lead, applying a holistic approach that encompasses financial investment, intergenerational mentorship, movement building, and advocacy through education and leadership.

After close to two decades of engaging and collaborating with girls and women, our philosophy is embedded in Igniting inherent power and amplifying voices and perspectives while nurturing Legacies of influence that can be sustained and replicated worldwide. Through W.A.U (Washa - Ignite. Angaza - Amplify. Legacy - Urithi), we conduct rigorous research and development to inform our programmatic pillars.

The Role

Role: Head of Programs

Reporting to: Executive Director

Location: Nairobi, Kenya

Contract: 2-year fixed-term contract renewable based on performance and funding.

Compensation: KES 340,000 - 395,000 per month, commensurate with experience.



About the Role

The Head of Programs will be responsible for overseeing all programmatic activities, ensuring excellence in program delivery, and advancing Akili Dada's mission of empowering young African women leaders.

This senior leadership position combines portfolio management and team mentorship, ensuring programs align with organizational mission while meeting stakeholder expectations and creating lasting impact through dynamic programming.

Roles and Responsibilities

- **Strategic Direction:** Guide and execute comprehensive program strategies that advance organizational objectives through evidence-based approaches and innovative solutions.
- **Team Development:** Build and nurture a results-oriented team environment through structured mentorship, professional development, and performance optimization.
- **Partnership Development:** Establish and enhance strategic collaborations with stakeholders, donors, and community partners to extend programmatic impact.
- **Program Management:** Direct the planning, execution, and assessment of all programs, maintaining excellence through systematic monitoring and quality controls.
- **Risk Management:** Implement strategic risk assessment and mitigation protocols to ensure program sustainability and resilience.
- **Financial Management:** Oversee program budgets with attention to resource optimization, donor requirements, and fiscal accountability.
- **Project Execution:** Drive successful project delivery through methodical planning, resource management, and adherence to established standards.
- **Knowledge Management:** Manage comprehensive documentation protocols while facilitating effective stakeholder communications.
- **Impact Assessment:** Collaborate with MERL Officer to enhance program effectiveness through systematic monitoring and evaluation processes.



- **Resource Development:** Partner with Business Development to identify funding prospects, cultivate donor relationships, and shape fundraising initiatives.
- **Executive Leadership:** Participate actively in senior management, contributing strategic insights to organizational direction.

Qualifications

- Master's degree (preferred) or Bachelor's degree in International Development, Development Studies, Gender Studies, Public Policy, or related social sciences field.
- Professional certifications in Project Management (PMP/PRINCE2), Monitoring & Evaluation, or Financial Management highly desired.
- Minimum 7 years of progressive experience in program management, with demonstrated success in implementing multiple projects.
- Proven ability to design, implement, and scale high-impact programs in the development sector.
- Expert knowledge of financial management principles, budget development, and resource allocation
- Demonstrated excellence in team leadership, with strong mentoring and capacity building capabilities.

Skills and Abilities

- Demonstrated experience implementing and managing programs focused on girls' and women's education, rights advocacy, leadership development, and economic empowerment initiatives, with a track record of achieving measurable outcomes and sustainable impact.
- Substantial experience working with and developing programs for underserved and under-resourced communities, particularly in Arid and Semi-Arid Lands (ASALs), rural areas, and low-income contexts, with demonstrated understanding of local dynamics and cultural sensitivities provides an added advantage.



- Proven track record in donor relationship management, including extensive experience in preparing comprehensive donor reports, managing diverse stakeholder relationships, and maintaining effective communication channels with multiple partners.
- Advanced leadership and supervisory skills, including experience in team development, performance management, conflict resolution, and fostering collaborative work environments.
- Exceptional analytical and organizational skills, with demonstrated ability to process complex information, identify patterns, develop strategic insights, and implement systematic approaches to program management.
- Superior oral and written communication skills, including proficiency in public speaking, report writing, proposal development, and cross-cultural communication.

Person Specification

- Self identifying feminist committed to advancing women's rights and gender equality through transformative leadership and inclusive programming approaches.
- Strategic thinker with strong analytical skills, capable of synthesizing complex information to develop innovative solutions while maintaining clear focus on organizational objectives and impact metrics.
- Natural mobilizer with demonstrated ability to unite diverse stakeholders around common goals and inspire collective action for social change.
- Excellent communication and interpersonal abilities, including strong facilitation skills and the capacity to effectively engage with multiple audiences across various cultural contexts.
- Cultural sensitivity and commitment to gender equality, with deep understanding of intersectional approaches to women's empowerment and social justice in African contexts.
- Results-oriented with strong problem-solving capabilities, demonstrating persistence in overcoming obstacles while maintaining focus on achieving measurable outcomes.
- Adaptable leadership style with emotional intelligence, showing ability to navigate complex situations while fostering an inclusive and supportive team environment.



How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-022025-AkiliDada or Pat-Jones-CoverLetter-022025-AkiliDada.

Timeline

Closing Date: 28th February 2025
(Applications will be reviewed on a rolling basis. The role will be closed once a suitable candidate has been found.)

First Interview: 6th March 2025

Second Interview: 11th March 2025

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Akili Dada’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at careers@akilidada.org in the first instance.



About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: oxfordhr.com