



**POSITION: Programme Manager – Nairobi**  
**EMPLOYMENT APPLICATION FORM**

**INSTRUCTIONS:**

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Applicants may add additional rows or text
5. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

**Personal & Contact Information**

Name:	Address:
Email:	
Phone:	
Nationality:	
Have you the legal entitlement to live and work in Kenya?	

**Academic Qualifications and Relevant Training (starting with the most recent)**

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)
<p>Please provide details of other relevant training?</p>			

**Other Academic Qualifications**

Please specify any other relevant or professional qualifications you hold (e.g. ACCA, CIMA – or other) and indicate the year of admission & membership if applicable

Other Relevant or Professional Qualification	Year of Admission & Membership

**Skills: Language**

Please indicate your level of expertise based on the following levels:

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other essential language				
Other, please specify:				

**Essential Requirements:**

Please confirm using examples to demonstrate you have the essential requirements	
<ul style="list-style-type: none"> <li>A minimum of eight years relevant experience working in a senior management role (managing people and projects) within a development and/or humanitarian agency nationally, regionally and/or internationally. Preference will be given to candidates with evidence of international management experience.</li> </ul>	<p><i>e.g. I have 6 years management of Programme X and 3 years management of Programme Y</i></p>
<ul style="list-style-type: none"> <li>Demonstrable experience working in at least two of our priority areas (climate smart agriculture, private sector development, gender equality and/or inclusive governance).</li> </ul>	
<ul style="list-style-type: none"> <li>Candidates must have demonstrable experience with budgeting and financial management gained through budget-holding responsibilities.</li> </ul>	<p><i>Please note size of budget managed.</i></p>

<ul style="list-style-type: none"> <li>• Excellent project management experience with proven experience of managing complex cross-organisational projects with multiple stakeholders.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience in building and sustaining strong collaborative relationships, networks and multi-stakeholder partnerships and effectively representing organisations at a variety of levels.</li> </ul>	
<ul style="list-style-type: none"> <li>• Demonstrable experience of leading strategic planning and learning initiatives resulting in well-defined and achievable workplans, strategies and analysis.</li> </ul>	
<ul style="list-style-type: none"> <li>• A sound understanding of the political economy and the socio-economic environment in Kenya, including a clear understanding of the relevant Kenyan development/humanitarian policies and institutional frameworks.</li> </ul>	
<ul style="list-style-type: none"> <li>• A proven capacity for delivering timely results and taking responsibility for quality outcomes.</li> </ul>	
<ul style="list-style-type: none"> <li>• A high degree of flexibility and adaptability including demonstrable capacity to manage competing priorities and deliver at pace.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills and the ability to work independently and as part of a small and high paced team.</li> </ul>	

<ul style="list-style-type: none"> <li>• High degree of integrity and trust.</li> </ul>	
<ul style="list-style-type: none"> <li>• Willingness and ability to travel regularly in Kenya and the region up to 30 days/year.</li> </ul>	

**Desirable Competencies**

<ul style="list-style-type: none"> <li>• Experience working with or as part of an institutional donor.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience with Thinking and Working Politically (TWP) and adaptive management</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience conducting policy analysis and providing policy advice to management on a range of relevant policy priorities</li> </ul>	

**Skills: IT**

<p><b>Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</b></p>			
MS Word		Manipulating large data sets	
MS Excel		Project Management systems	

MS PowerPoint		Other – please include below:	
MS Outlook			
Financial management systems (please specify)			

### Career History

Starting with your current details, please provide **brief** particulars of **relevant employment or experience**, **referencing the key responsibilities as detailed in the job description/advertisement**. Please indicate the level to which you reported and the number of staff you were responsible for.

<b>Employer Name &amp; Address / Project</b>		
<b>Date</b>	From	To
<b>Position Held / Title</b>		
<b>Reporting line (who you reported to) and number of direct reports</b>		
<b>Reason for leaving this position</b>		
<b>Nature of your work / Description of main responsibilities</b>		

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<b>Reason for leaving this position</b>		
<b>Nature of your work / Description of main responsibilities</b>		



**3. Interpersonal and Communications Skills [Maximum of 250 words]**

**4. Analysis and Decision Making [Maximum of 250 words]**

**5. Drive and Commitment [Maximum of 250 words]**

**Statement of Motivation**

Please outline your motivation for applying for this position, including how your achievements make you the best person for the role? [Maximum of 250 words]

**References**

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers/line managers. (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Name and position	Relationship	Email address	Contact Number

**Any Other Relevant Information or Comments**

Please provide any additional information which you feel may be **relevant** to your application [Maximum 250 words]

## Confirmation

I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name:

Date:

## Instructions to submit your application

1. No CVs should be submitted.
2. Save your completed form as: your family name your first name
3. Send the completed application form by e-mail only to [VacancyNairobiEM@dfa.ie](mailto:VacancyNairobiEM@dfa.ie) noting position applied for and your name in the subject line
4. Further information on the post is available on the Embassy's website: <https://www.dfa.ie/irish-embassy/kenya/>

***All personal information received will be kept in line with GDPR guidelines.***