

Exciting career opportunity



Team leader & Program Manager

REPORTS TO: ASG Core team

JOB REF: ASGF/001

DEPARTMENT: ASG Foundation

Job / Role Purpose:

The role holder will be the team leader for ASG Foundation technical team and will provide leadership in program and project management. The role holder will play a critical role in coordinating activities for establishment of the Africa School of Governance and will develop and implement strategies and programs to enable the ASG Foundation to mobilise resources and deliver on its mission. He/ She will manage grants and endowments of ASG Foundation effectively and efficiently and ensure that partnerships are developed and nurtured to facilitate achievement of the Foundation's strategic objectives and ambition. The Team Leader and Program Manager is expected to work with the team to plan, engage, and organize fundraising activities for the Foundation. He / She will regularly engage with the ASG Foundation Governing Council to steward the institution's vision and mission.

Key duties and responsibilities

- **Strategic Leadership:** The job holder will be team leader and provide technical leadership to the staff at ASG Foundation and work with other functions within the Foundation to deliver on their responsibilities and duties. He/ She will work with core team and the Council to shape strategy and ensure that programs are designed, developed and implemented to address ASG Foundation priorities and achieve desired results.
- **Stakeholder Management:** The job holder will be responsible for regular engagement with the ASG Core team, ASG Foundation Advisors and partners and will provide regular reports on strategic priorities and activities of the Foundation.
- **Coordination of set-up activities for ASG:** The job holder will provide project management for the set-up of ASG and ensure proper coordination of activities for establishment of the ASG and monitor the project with incoming ASG leadership to ensure timely completion of project activities.
- **Strategy:** The job holder will closely work with the ASG core team and other stakeholders to shape the strategy of ASG Foundation and to source funding to implement approved ASG Foundation strategy.
- **Design and management of Grants:** The job holder will closely work with the ASG core team and partnerships team, to identify funding needs, opportunities, and develop concept papers for grants and funding proposals. The job holder will be the project manager for ASG Foundation grants and will manage grant life cycle using appropriate grant management tools for set-up, monitoring, reporting and ensure compliance with grant funding requirements to the ASG Foundation leadership, funders and philanthropists.
- **Manage resources and ensure compliance:** The job holder will support the Council to ensure that the Foundation has systems and processes required to manage and ensure proper utilisation of resources of the Foundation and to ensure that the Foundation is compliant with the requirements of ASG Foundation Charter, existing laws and regulations, as well as funding requirements of the funders.
- **Other duties:** Perform other work-related ad hoc duties as may be requested by the supervisor from time to time

Expected Outputs/ Deliverables

- ASG Foundation strategy.
- Project management and technical support to establishment of ASG.
- Program management for ASG Foundation programs and projects.
- ASG Foundation Concept papers and reports.

- Continuous update of grant partners.
- Efficient ASG Foundation mechanisms for raising endowments and grants.
- Review of relevant reports.
- Approval of budgets.
- Approval of policies and procedures

Educational Requirements

- Master's degree in in business administration, Project Management, Public Policy, Economics, Development Studies, or a related discipline from recognised institution.
- Relevant professional qualification in project management is added advantage.

Related Job Experience

- 7-10 years' experience progressive experience in designing and managing programs and grants, with a minimum of 5 years of job-related work experience, in a leadership position in philanthropy organizations, international organizations or another comparable institution.
- Proven record of leading programs and projects in the international organizations, preferably those working with education and policy institutions.
- Experience in program and project design, planning, and managing and launching new institutions or organisations, with an ability to build strong partnerships across various institutions.
- Practical experience in establishing new non-for profit organizations, and raising funds from international organizations is preferred.

Required Technical Knowledge/Skills

- Knowledge and skills in project management.
- Significant experience in or aptitude for developing strategies that combine different approaches, such as programs, research and technical assistance for the growth of organizations.
- Strong analytical and quantitative and qualitative skills and experience in organizing, analysing, presenting complex information for winning grants for non-profit organizations; Ownership mentality regarding successful project delivery and institution launch.

Required Behavioural Skills

- Analytical thinking and problem solving
- Excellent decision-making
- Assertiveness
- Entrepreneurial thinking
- Project management
- Transparency and accountability
- Integrity
- Teamwork
- Innovativeness
- Self-drive

Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [Application Form for ASGF Staff Recruitment](#). All applications must be submitted via the online application form at this link.

Please note that only shortlisted candidates will be contacted.