



KENYATTA UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION & FINANCE)

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ADVERTISEMENT

Kenyatta University and the Young African Leaders Initiative (YALI) Regional Leadership Centre seek to recruit competent and dedicated applicant to fill the position of **PARTNERSHIPS MANAGER AND DEPUTY CHIEF OF PARTY**

About YALI:

On July 28, 2014, the United States Government announced the creation of four Regional Leadership Centers (RLCs) in Ghana, Kenya, Senegal, and South Africa as part of the Young African Leaders Initiative (YALI). Since 2015, these Centers have improved the availability and quality of leadership training programs and professional development opportunities for young African leaders. The Centres focus on engaging young leaders from a wide range of organizations and backgrounds and with a diversity of experiences.

The Regional Leadership Center (RLC) East Africa based in Nairobi focuses on 14 countries in East and Central Africa namely, Burundi, Central African Republic, Democratic Republic of Congo, Djibouti, Ethiopia, Eritrea, Kenya, Republic of Congo, Rwanda, Somalia, South Sudan, Sudan, Tanzania, and Uganda.

The objectives of the RLC is to:

- Provide Quality Leadership Training: Centers provide courses on leadership and issues across multiple sectors.
- Support Entrepreneurship: Centers provide entrepreneurship support services, including mentoring, technology, and access to capital.
- Enhance Professional Networking: Centers offer young leaders the opportunity to connect with each other, experienced professionals, and experts from across the region.

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The Position:

The Deputy Chief of Party (DCOP) shall provide support to the COP with strategic leadership and oversight of the Activity. They shall have depth and breadth of technical expertise and experience, a solid professional reputation, interpersonal skills, and professional relationships to fulfill the requirements of the activity description, and close working relationships with key stakeholders in the region. The DCOP must have experience managing large, complex activities and demonstrated experience working with and through the private sector.

The holder of this position will be responsible for securing sufficient funds to realize the goals and objectives of the RLC, mobilizing donor and partner resources, developing compelling concept notes and proposals and leading in developing a donor prospect list that will include private foundations, bilateral and multilateral donors, private sector donors and High Net Worth Individuals (HNWI).

Key Qualifications & Experience:

- i. Bachelor's degree, required, preferably in marketing, public affairs, fund development, or related discipline.
- ii. Minimum of 6 years' successful experience in resource mobilization and partnership development.
- iii. Ability to communicate effectively orally and in writing in English, French desirable.
- iv. Experience with use of internet, including social media for fundraising purposes.
- v. Demonstrably planning and organizational skills and ability to meet tight deadlines.
- vi. Experience in convening partnership and donor events
- vii. Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals.
- viii. High professional and ethical standards for handling confidential information.
- ix. Willingness to travel and work evenings and weekends as needed.

Key Responsibilities

- Take the lead in convening donor events, including developing briefing documents for the RLC leadership needed for donor discussions.
- Develop a prospect pool that consists of high-net-worth individuals, foundations, and corporations.
- Identify, cultivate, and raise money from a portfolio of prospects.
- Provide stewardship to existing and new donors.
- Prepare project proposals for funding, analyzing donors' priorities and ensuring timely reporting to donors.
- Prepare briefings and other planning documents for RLC leadership as needed for their participation in partnership and resource mobilization activities.
- Oversee and supervise the alumni and communication function to ensure they achieve their respective mandates.
- Participate and ensure the implementation of commitments adopted at the Project Management Team
- Prepare annual and quarterly work plans that contribute to the overall partnership strategy.



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- Identify potential partners for joint-implementation activities and draft MOUs/LOAs as appropriate.
- Represent the Centre in YALI Africa discussions and working groups and articulate the Center perspective in close consultation with the Chief of Party.
- Develop, oversee, and maintain a gift/donor database.

Key Performance areas

- Donor relations management
- Delivery excellence
- Analytical thinking and problem solving
- Business Technology Acumen

Technical competencies

- Demonstrated leadership and management skills;
- Excellent strategic planning skills;
- Strong judgement and decision-making skills;
- Excellent verbal communication skills;
- Excellent report writing skills;
- Experience with use of internet, including social media for fundraising purposes.
- Experience in convening partnership and donor events; and
- Ability to work in a team.

Your role as a leader

At Kenyatta University, we believe in the importance of leadership at all levels. We expect our people to embrace and live our purpose by challenging themselves to identify issues that are most important for our clients, our people, and for society and make an impact that matters.

Leadership / Behavioral Capabilities

Living our Purpose - Acts as a role model, embracing and living our purpose and values, and recognizing others for the impact they make.

Influence - Influences clients, teams, and individuals positively, leading by example and establishing confident relationships with increasingly senior people.

Performance drive – Delivers exceptional client service; maximizes results and drives high performance from people while fostering collaboration across businesses and borders.

Strategic direction - Translates broader strategy into a compelling team vision and goals; aligns the team and sets priorities to achieve objectives

Talent development - Develops high-performing people and teams through challenging and meaningful opportunities.

TERMS OF SERVICE:

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This is a contractual appointment. A competitive remuneration package which includes basic salary, medical cover and gratuity will be provided.

The applicants should provide full details of educational and professional qualification, work experience, present post and salary, applicant's telephone number and e-mail address

Copies of certificates and testimonials should also be enclosed giving the names and addresses of three (3) referees who are conversant with the applicant's competence in area of specialization.

Submit your Cover Letter, Academic Certificates and CV to:
recruitment@yalieastafrica.org

Responses should be sent not later than

13TH OCTOBER 2023, 5:00 P.M. Eastern African Time (EAT)

For details related to job specification and general requirements, kindly visit our website:

www.ku.ac.ke & www.yalieastafrica.org/careers

***Kenyatta University is an equal opportunity employer and canvassing will lead to automatic disqualification.**

***Women and persons with disability are encouraged to apply.**

***Only shortlisted candidates will be contacted.**