

Programs Manager – Job Description

Job Title	Programs Manager
Reports to	Executive Director
Duty Station	Nairobi
Division	Senior Management
Job Holder	
Directly heads the Programs Team	<ul style="list-style-type: none"> ● Project Coordinators ● Project Officers ● Extension Officers ● Field Facilitators
Term of Contract	3 years renewable contract

ABOUT GBM

The Green Belt Movement (GBM) is a globally recognized environmental conservation organization founded in 1977 by Nobel Laureate Wangari Maathai. GBM empowers communities, particularly women, to conserve the environment, enhance climate resilience, and improve livelihoods. Our grassroots-driven approach integrates climate adaptation, reforestation, and gender advocacy to create long-term impact.

What are we looking for?

- The Greenbelt Movement is in an exciting growth phase, expanding its work in Kenya and increasing its influence across Africa. The Greenbelt Movement seeks to hire a Program Manager to provide overall leadership to our programs. The ideal candidate will resonate with the values of the organization, is committed and passionate about environmental protection and sustainability, is a highly motivated person able to work under minimal supervision and provide effective leadership to a large, diverse team, has the ability to act on initiative and to meet deadlines, can think critically and creatively, is both a team player and team builder, and has experience working with local communities.
- **Reporting to the Executive Director**, the Program Manager works closely with and guides the program team. The key components of the role include supporting the effective implementation of current programs, providing technical guidance to the programs team, contributing to strategy implementation and its further development, leading program development in new areas of work, and supporting fundraising.
- The successful candidate will be based in **Nairobi**, with frequent local and occasional international travel.

Key Roles & Responsibilities

Program Strategy (20%)

- Contribute to the development of GBM's strategy and operationalization through a relevant and coherent body of work with due emphasis on feasibility, sustainability, and financial viability.
- Lead input, guidance, and thought leadership on program implementation, develop new areas of programming, and ensure the programs continue to be responsive to the broader current and evolving contexts while remaining true to GBM's overall mission and vision.
- Ensure GBM is providing thought leadership in the land restoration, reforestation, and sustainable development sectors nationally, regionally, and globally.
- Remain informed on current policy debates and engage in relevant fora to ensure GBM's strategy remains innovative and GBM's work is distributed in relevant policy circles.

Technical Oversight to Programme Delivery (40%)

- Work with ED to provide thought leadership and oversight of all programmatic work per GBM's vision/mission with an eye towards long-term effective implementation and sustainability.
- Lead the programs teams, and other colleagues at GBM as appropriate to ensure the ongoing delivery of robust programs strategy which is rooted in the needs and priorities of communities and the best practices and in line with GBM's vision and mission.
- Lead and deliver quality project cycle management, including situation analyses; project and partner identification; project design, budgeting and resource mobilization, negotiation, and contracting; baseline and planning; monitoring; timely and accurate financial and narrative donor reporting; evaluation and audit; and dissemination of lessons learned.
- Review, in consultation with the finance team and GBM reports coordination function both project and financial reports submitted every month while providing timely feedback on enhancing proper and efficient utilization of project funds and adhering to the contractual reporting schedule.
- Support and coordinate preparation for project audits in consultation with the finance department and support the Senior Leadership Team in planning and responding to project audit queries, or other key inquiries from key stakeholders (e.g. donors, audit partners etc...).
- Keep track of the financial status of the Programme and overall tracking of the performance of grants.

- Work closely with the GIS and M&E teams to ensure effective monitoring, evaluation, and learning to facilitate the development of sound monitoring and evaluation systems to ensure the development of a comprehensive MEAL Plan, Detailed Project Implementation Plan, Performance Measurement Framework, and Operational Plan together with the Project team.
- Work with the MEAL team to institute a learning agenda, develop and implement to promote a culture of learning, information sharing, dialogue, and critical analysis, intended to improve the quality of programming, adoption of good practices, and influencing policies and practices at scale.
- Ensure the proper archiving of all project data/documents on the GBM server/archives, respecting project cycle minimum standards.
- Provide timely submission of program reports to the ED.
- Support the development of the partnership network of civil society organizations, governments, research institutions, technical experts, and donors; support maintenance.
- Develop and nurture beneficial partnerships, alliances, and policy/technical resources.

Contract and Budget Management (5%)

- With support from the Finance Manager oversee the grants and partnership management implementation, accountability, and compliance with all contractual requirements of the project. This includes ensuring full awareness of the programmatic contractual clauses developing a checklist for clauses that are transferable and ensuring these are implemented as per conditions in the partner's Implementation grant agreement.
- In close collaboration with the ED and Finance Manager, develop the necessary agreements, contracts, terms of reference (TOR), and memorandum of understanding (MOUs) with the county government line departments/ministries and the communities for participation and high-quality service delivery mechanisms.
- Ensuring timely identification of risks and communicating these in writing to GBM's management appropriately through the ED and designated communication/reporting channels.
- Prepare, revise, and (promptly) operationalize procurement plans for the projects with support and guidance from the procurement and finance team.

Communications and Advocacy (5%)

- Ensure communication flow is understood by all project partners and that timely communication for project concerns is shared with project governance structures,

the ED, and other levels of management, all while ensuring that all official processes for internal and external communication are adhered to.

- Work closely with the communications and advocacy team to ensure effective communications about the program and dissemination of strong content in all GBM platforms.
- Work closely with the ED and communications and advocacy team to ensure GBM is effectively represented in national, regional and global forums and remains relevant to policy debates and processes including and not limited to environmental conservation networks with relevant stakeholders in Kenya and the region.

Resource Mobilization & Partnership / Donor Relations (20%)

- Support the ED in identifying fundraising needs, developing the annual budget, and quality funding proposals for submission and negotiation.
- Maintain awareness of key donors and other important stakeholders' policy priorities, procedures, and preferred technical approaches as well as funding or other business opportunities that they may afford.
- Support the ED to scout for donors, partners, governments, peers, and experts at all levels and support beneficial institutional linkages.

People Leadership (10%)

- Contribute to the overall management and direction of the organization in support of the Executive Director and as a part of the Senior Leadership Team.
- Provide technical leadership to the program team ensuring high-quality performance of the staff, nurturing an engaged workforce, and ensuring effective coordination and collaboration between the various project components.
- Manage, motivate, facilitate, and support professional and personal development, and performance management including through appraisal, coaching, individual and team training, exchange of experience, and facilitating participation in appropriate meetings and seminars.
- Work closely with the HR and Admin. Managers to ensure that the work environment is healthy, motivating, empowering, and synergistic.

Any Other Duties

- Any other responsibilities assigned by the supervisor.

Requirements

- Bachelor's degree in environmental science, forestry, law, public policy, or other relevant science or social science fields. An advanced degree is an advantage.

- At least 10 years of demonstrated work experience, at least 5 of which should be in program leadership level experience in similar nongovernmental organization.
- Excellent track record in program management, including project planning, budgeting, implementation monitoring, and evaluation.
- Excellent experience in working with local communities.
- Solid experience in fundraising including developing concepts and proposals, donor relations, and practical implementation based on funding contracts.
- Excellent oral and written communication skills with the ability to communicate complex issues and ideas in accessible ways.
- Ability to undertake required local and international travel.

Application criteria:

All qualified applicants are invited to send their applications to hr@greenbeltmovement.org, quoting “**Programs Manager**” as the subject.

Applications closing date: 17th April 2025 COB.

Equal Opportunity Statement:

The Green Belt Movement (GBM) is an equal-opportunity employer. We are committed to creating a diverse and inclusive workplace where all qualified applicants receive equal consideration for employment regardless of race, religion, gender, age, marital status, disability, sexual orientation, nationality, ethnic background, or any other characteristic protected by applicable law.