



Programme manager

Fahamu is seeking an experienced programme manager in its Nairobi office to take responsibility for managing its growing portfolio of projects.

Reporting to the Deputy Director, you will be responsible for:

- Development and management of an effective project and financial management system
- Ensuring timely submission of reports from the field or from partner organisations
- Supporting staff in the planning and implementation of project activities
- Preparation of financial and narrative reports to funders
- Liaison with funders in relation to project implementation
- Preparing monthly project management reports, including financial management accounts and cashflow forecasts
- Assisting with the development and submission of proposals to relevant funders
- Such other duties as may be required from time to time by mutual agreement

You must:

- Have at least five years experience in a similar position in an international organisation
- Have demonstrable project management skills
- Be highly organised and able to work under pressure and to tight deadlines
- Be experienced in analysis of project expenditures in multiple currencies and in the preparation of variance analyses
- Have an excellent knowledge of project budget preparation
- Have a working knowledge of NGO accounting
- Have excellent writing and communications skills
- Be experienced in communicating with funders
- Be able to work with people from diverse backgrounds and who are located at a distance or in other countries
- Be proficient in the use of word processing and spreadsheet software
- Be based in Nairobi with the ability to travel when necessary

Please send your CV, cover letter and names of three referees to: winnie@fhamu.org

Applications close 27th November 2009.

This is a full time position. Competitive salary commensurate with experience.

About Fahamu:

Fahamu is a pan-African organisation that supports the movement for social justice in Africa. We work with social movements that address the needs of the most vulnerable and marginalised in society. Fahamu seeks to nurture these movements to become significant agents for change by enhancing individual, collective and organisational leadership, skills and knowledge, as well as by creating platforms and networks for effective advocacy, enhancing the use of diverse and innovative tactics and strategies for change, and amplifying Africa-centred voices, perspectives and solutions.