

LEAD PROGRAM OFFICER | JUNE 2021

The Buildher Mission: Empower African women through construction.

Buildher equips disadvantaged young women in Kenya with accredited construction skills, leading to greater financial prosperity, changing male attitudes and promoting gender equity within the construction industry

- **Job Title:** Lead Program Officer
- **Reports to:** CEO
- **Location:** Nairobi, Kenya
- **Duration:** Full time position with a 4-month probation period
- Full Time Consultancy following Buildher's Hours of Operation

1. OBJECTIVES OF CONSULTANCY

To hire a results-oriented Project Manager to support, develop and coordinate the Buildher Technical Programs and Teams as well as Buildher's workshop facilities, in coordination with the CEO and Technical Heads of Department; to achieve the goals and targets of Buildher's Strategic Plan.

The role will help set up a high level of program performance to maintain industry alignment, impact measurement, program development and effective coordination of Technical Teams. The consultant will provide technical support and guidance by ensuring clear administration and management systems, reporting structures, cohesive team spirit and motivation to perform.

The consultant will also support resource mobilization, prioritization and allocation, as well as work plan coherence to deliver the technical components of Buildher's strategic goals.

2. EXPECTED OUTPUTS AND DELIVERABLES

Program Planning, Management and Implementation

- Support the Technical Team to achieve departmental goals and objectives.
- Support the Heads of Department to execute operational plans in accordance with Buildher's targets and performance plans.
- To drive high quality standards of training and work with the Buildher placement teams to ensure all Buildher Training program activities are grounded in industry requirements and emerging trends.
- Ensure high standards of quality and safety in the implementation of all training activities.
- Ensure that training learnings are documented and shared consistently, for both internal and external use, by the program Heads in the most effective way to demonstrate value for investment. To Support close monitoring of the Technical Programs to ensure alignment and contribution to Buildher's strategy, monitor the flow of information and systemic documentation of quantitative and qualitative achievements in all technical programs; and share learnings back with technical teams.
- To Represent the organization in various programme-related knowledge sharing and learning forums.

- To Develop, monitor, review and update the technical department's activity, workplans to ensure that the department attains its' objectives as cost-effectively and efficiently as possible.
- To manage the expenditure and disbursement of resources allocated to technical departments in coordination with all Heads of Department.
- To Review programme expenditures from the programme team line staff to ensure conformity to Financial Policies and Procedures Manual.
- To support the development of new training areas including curriculum development, tools and machinery lists, and development of high-performance training areas.

Facilities Development and Management

- To develop Workshop procedures to ensure the Buildher workshop facilities are fully operational, that all equipment is properly maintained and all utilities functioning properly.
- Create a Maintenance schedule and supervise maintenance repair work as well as assist with checking installation and servicing of building equipment.
- Maintain training stock levels within budget. Ensure proper and secure storage of training materials and supplies in coordination with trainers and Head of Departments. Develop processes to secure, track and maintain stock levels.
- To create a compliance renewal calendar and ensure compliance with Government requirements and regulations in coordination with program teams.
- Develop processes to assist with energy/ power use management.
- Oversee upkeep, maintenance and security of facilities.
- Manage all fit-out works in coordination with Technical Teams ensuring timelines and budgets are clearly established, tracked and maintained.
- Perform risk management to minimize program risks.
- Ensure all fit-out works meet Buildher's standards of quality and maintain Buildher's Brand Language.
- Coordinate internal resources and third parties/vendors for the efficient execution of fit out works.
- Conduct a supplier analysis, develop a process for selection of vendors and a structure for price checks.
- Maintain ongoing communication with sub-contractors, and teams as necessary. During fit-out works and everyday operations.

Human Resource Management

- Develop an onboarding and orientation process for support staff.
- Develop standards of performance and structures to evaluate and correct performance.
- To identify and address organizational and management training needs. To lead and motivate staff and ensure that they receive appropriate support, training and development to achieve their goals and realize their potential.
- Ensure an empowering work environment and team building in compliance with Buildher's values.
- Support the Heads of Department to ensure an enabling environment for staff performance, recognition and reward of the program team to

encourage staff productivity, innovation and performance including high performance facilities, equipment, duty facilitation, team building (in coordination with the CEO).

- Participate in the review of support and technical staff job descriptions and setting of performance standards (in coordination with the CEO).
- Support the recruitment of staff in coordination with the Buildher Heads of Department, under supervision of the CEO.
- Assign performance objectives to facilities support staff and program officers. Manage operational functions of all workshops. Conduct comprehensive performance appraisal of supervised staff and provide feedback when necessary.
- Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.

Procurement and Supplier Management + Compliance

- To manage and maintain required relationships with County, Metropolitan Services, Ministry of Health and all Training Certification bodies to ensure compliance and maximum value-add opportunities that support Buildher's goals.
- To manage and facilitate the development of existing and new supplier relationships and supply chains to create greater quality and cost control. Including developing partnerships of donation/ support with key material and supplies providers.
- To manage and coordinate effective procurement schedules and timelines.
- To drive continuous, best value and quality improvements within the technical team and departments, challenging existing practices and actively seek ways to achieve better training and production outcomes.
- To ensure key departmental performance and financial targets are met and corrective action taken where necessary.
- To leverage resources and support organizational goals, connecting to the relevant expertise necessary to address identified challenges and safeguard against contractual and commercial risk.
- To develop excellent and effective collaborative relationships with key stakeholders, government regulators, external providers and other actors to ensure strategic and operational needs are fully met.

Partnerships and Networking

- To support Heads of Department to strengthen networks in Buildher's collaboration areas.
- To develop partnerships to support all technical teams to build quality and training capacity.
- Initiate and nurture networks and alliances with academia, suppliers, manufacturers and technical partners.

COMPETENCY, QUALIFICATIONS AND REQUIREMENTS

- A Bachelor's degree in relevant field. Master's Degree considered an advantage.
- Training, certification and experience in site health and safety.

- Extensive site administration experience with a minimum of 5 + years' experience in management of construction projects, contract Management, employee appraisal and performance development.
- Experience overseeing daily running operations of projects ensuring that quality standards are adhered and maintained.
- Ability to interpret architectural and engineering drawings.
- Strong technical and analytical capabilities, and demonstrated ability to gain the assistance and cooperation of others in a team endeavor.
- Demonstrated technical leadership in a broad range of site management areas.
- Computer skills: ArchiCAD/ Autocad, Ms Project, SAP, Ms Office (Word, Excel, and PowerPoint)
- Demonstrated knowledge of general and specialist construction skills.
- Experience in training and quality Carpentry & Joinery, Painting, Decorating, Interior Partitioning and tiling required.
- Strong interpersonal skills and communication skills, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations which may pose conflict.
- Strong analytical aptitude and effective interpersonal, communication and presentation skills.
- Strong facilitation and training skills.
- Excellent writing skills
- Fluent in written and spoken English and Swahili

TO APPLY

Send application to: apply@buildher.org

Subject title: Lead Program Officer

APPLICATION MUST INCLUDE:

- A detailed cover letter explaining your qualifications, why you are a good fit, and what attracts you to apply for this position.
- Your detailed CV showing relevant experience.
- **1 Page writing sample of previous work (e.g. excerpts of writing/ project reports) in PDF format.**
- Relevant training and work experience documents
- 3 References from relevant plastering, painting and interior partitioning experience.
- At least 1 reference should be able to speak to your leadership experience.