



## **PROGRAM MANAGER (PM)**

### **TERMS OF REFERENCE**

#### **Overview**

The HORN International Institute for Strategic Studies (the HORN Institute) is a non-profit, applied research, and policy think-do tank based in Nairobi, Kenya.

The Institute is looking for a Program Manager. The ideal candidate will be an excellent leader and will have experience in managing staff of diverse backgrounds to produce results in a timely manner and of high standard. Generally, the Program Manager will be responsible for development, organization, co-ordination, and management of various programs and associated projects.

#### **Responsibilities**

##### **A. Programs Planning**

1. The Program Manager (PM) is responsible for scoping, planning, and delivering programs while working closely with relevant personnel, partners, and stakeholders;
2. Lead planning and/or implementation of programs. This includes facilitating the definition of programs missions, goals, tasks, and resource requirements;
3. Spearhead the development of Monitoring and Evaluation (M&E) system for programs and projects with standard procedures and process to ensure credible, reliable, timely and cost-effective monitoring data to inform ongoing management decisions, strategic planning;
4. Coordinate all Monitoring and Evaluation (M&E) capacity-building activities with project staff, implementing partners and stakeholders;
5. In conjunction with the HORN team, provide longer-term vision, strategic direction and appropriate planning aligning all projects with the Institute's plan;
6. Develop a detailed plan: monthly, quarterly, yearly, and multi-year jointly with the HORN management.

## **B. Programs Management**

1. The PM will be involved in managing all aspects of programs and projects such as the responsible team, budget, and schedule. This means that the PM will work closely with the Accountant in estimating, scheduling, purchasing, accounting, and operations as they relate to the progress and completion of the program and to the quality of workmanship specified;
2. Establish performance measures, collect and analyze performance information, planning and managing evaluations, and use the performance information for decision-making and resource allocation;
3. Prepare programs progress reports (Monthly and Quarterly) based on a structured M&E plan;
4. Provide leadership and establish and maintain harmonious working relations with all those involved in the program;
5. Explore new opportunities for The HORN Institute.

## **Qualifications**

- Applicable master's degree in International Relations, International Development, Political Science, or related fields in Social Sciences;
- At least five (5) years' experience in international development (think tanks) in complex environments, preferably in countries in the Horn of Africa and Great Lakes regions;
- Demonstrated ability in data analysis, project design, monitoring and evaluation (M&E) of development activities.
- Experience developing results frameworks, logical frameworks, or similar tools for project design is required.
- Experience developing and/or using performance management plans or similar tools is required.
- Demonstrated knowledge of and experience in monitoring and evaluating program, including indicator development, study design, and data analysis, in multiple sectors.
- Experience in managing grants or contracts is also highly desired.
- Knowledge in the HORN Institute focus areas of peacebuilding, defence and security; terrorism, violent extremism, and radicalization; diplomacy and foreign relations;

governance, statecraft and conflict management; and transnational crimes and strategic threats;

- Excellent writing/editing skills, budget development skills and presentation/communication skills;
- Excellent report and proposal writing skills in English language and experience in interpreting data and writing reports to a rigorous technical standard;
- Level IV English (fluent) with strong writing skills is required.