

Job Title: Program Manager- Special Projects and Initiatives
 Job Code/Division: Program – DG
 Reporting to: DDG

Role Objectives:

Manage the lifecycle of the program which deals with project and initiatives that only directly support the focused strategy that KFAS is trying to implement. Plus overall objectives of Programs STX- which include projects that fall within the overall KFAS vision, mission and broad mandate but are not part of the approval thrust areas or program.

Key Responsibilities & accountability

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| strategic | <ul style="list-style-type: none"> 1- Work toward the achievement of the strategic outcome proposed for the STX, with particular references to the goals and objectives of the program. 2- Monitor the utilization of budget allocated to the program on a period basis and report to DG/DDG |
| operational | <ul style="list-style-type: none"> 1- Provide preliminary assessment of all request for funding forwarded by DG or DDG. 2- Acknowledge in writing all grant requests submitted to KFAS directly with the beneficiaries. 3- Chair the SPI review and evaluation committee as needed. 4- Summarize the outcome of the SPI review and evaluation and the recommendations and forward to DDG/ DG. 5- Implement and follow-up all the SPI review and evaluation committee recommendation after DDG/DG approval. 6- Coordinate the implementation process with all parties concerned in KFAS and outside. 7- Monitor closely with Finance transfer of the grants and make sure that it has reached the actual beneficiaries. 8- Follow-up with beneficiaries the status of program of each and provide systematic input and feedback to DDG/DG. 9- Prepare a quarterly report in coordination with the Strategic Planning and Evaluation Directorate prior to submittal to DDG/ DG. 10- Work hand in hand with consultants engaged with KFAS for purpose of STX program. |
| people | <ul style="list-style-type: none"> 1- Establish the performance plan to direct subordinates. 2- Drive the engagement and satisfaction of all employees to discuss the achievement of the program and address any employee issues and/or concerns. 3- Participate in the identification of training and development initiative for employees. |

Key Interactions and Relationships:

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| Internal | <ul style="list-style-type: none"> 1- Director General. 2- Deputy Director General. 3- Strategic Planning & Evaluation. 4- Technical Directorates including Communication. 5- Finance. | External | <ul style="list-style-type: none"> 1- Amiri Diwan via DG/DDG. 2- Board of Directors via Board Secretarial Office. 3- Beneficiaries and stakeholders. 4- Consultants. |
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Education & Qualifications:

- 1- Master Degree in Business Administration MBA (Management, Social innovation and Impact)
- 2- Project Management

Experience:

- 1- 15 years’ experience within the corporate environment preferably in providing corporate related services.
- 2- Minimum of 10 years project management experience.
- 3- Experience in funding institutions of similar size and nature is desirable.

Competencies (Knowledge, Skills and Abilities):

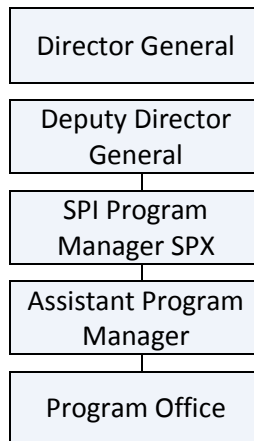
Leadership Competencies

- 1- Organizational Building and Resourcing.
- 2- Decision Making.
- 3- Driving and Managing Change.
- 4- Building Partnerships.
- 5- Visioning and Alignment

Techno –functional Competencies

- 1- Program Management
- 2- Program Budget Management
- 3- Program Design
- 4- Accessing Developing & Sharing Knowledge.
- 5- Program Review, Monitoring & Evaluation PR Skills

Organization Structure Extract:



Confirmation of Job Description:

Job incumbent

Director

HR Representative

Date:

Date:

Date: