



## Position Description

For HR use only

Date received:

Position number:

<b>Position Number:</b>	<b>Department Name:</b> Kenya
<b>Title:</b> National Director (ND) - Habitat for Humanity - Kenya	<b>Department Number:</b>
<b>Reports to Position Number:</b>	<b>Cross Functional Report to Position Number:</b>
<b>Reports to Title:</b> Board Chair – HFH Kenya & Area Vice President Africa - HFHI	<b>Cross Functional Reports to Title:</b>
<p><b>Funding:</b>          If this position is 100% funded by department funds, indicate yes here _____.          If not, explain funding source(s) and terms of funding: _____ (You must include anticipated end date of funding).          Attach <a href="#">Funding Form</a> for any funding sources.</p>	
<p><b>Supervises:</b> List position numbers and titles (or none)</p> <ul style="list-style-type: none"> <li>• Resource Development Manager</li> <li>• Finance Manager</li> <li>• Program Manager</li> <li>• Admin &amp; HR Officer</li> </ul>	<p><b>For HR Use Only:</b>          FLSA Status:          EEO Status:          Mgt. Level:          AWS Designation:          Birches Level: Career          Band/Level:          Job Family Code:</p>
<p><b>Position Summary:</b> In a few sentences or less, describe the purpose of the role. Avoid the use of gender specific pronouns (i.e., use the title in place of he/she).</p> <p>The National Director (ND) provides overall leadership and management to HFHK and guides the development and implementation of HFH Kenya strategy. The ND will represent HFH Kenya vision, mission, and values to all stakeholders. The ND will be responsible for the day-to-day management of the organization by ensuring effective resource mobilization, financial and programmatic support/management to staff and partners, business &amp; partnership development, Advocacy, and communications.</p> <p>In collaboration with the HFHK Board of Directors and HFHI, the ND ensures that the mobilization of resources is adequate to achieve short-term and long-term strategic goals; develops and implements, together with staff and HFHI, a fund-raising strategy that mobilizes resources through diversified constituencies.</p> <p>The ND has a matrix reporting line to the HFH Kenya Board chair and HFHI AVP - Africa Area Office and will supervise the Programme, Resource Development, Finance, and the Operations units at NO level.</p>	
<p><b>Essential Duties and Responsibilities:</b> Briefly state the duties of the role in <b>5-8 broad statements in order of importance</b>. If possible, provide approximate % of time commitment required for each.</p>	<p><b>Success Criteria:</b> Indicate the metrics or other standards that will be used to measure success in this role.</p>

**Strategy, business development and institutional representation**

- Guides the development and implementation of HFHK strategy and long-term business plan that leads to increased positive impact on access to decent and affordable housing in Kenya.
- Models' servant leadership and preserves, upholds, and promotes Habitat for Humanity mission, principles, and core values.
- Ensure Country Strategy performance and monitor and identify and inform about internal or external risks, which affect the strategy implementation as well as contingent opportunities to be taken for program strengthening and development. Propose corrective measures in case of deviations.
- Identify opportunities to enhance HFH Kenya positioning & pre-positioning, visibility, strategic alliances, and funding opportunities related to the National Office.
- Ensure the participation of HFH Kenya in inter-organizational spaces for coordinating actions in Kenya and the active engagement of the organization within multi stakeholders' platforms, task forces and working groups, attending meetings as per relevant sectors, especially on Housing.
- Manage relationships in country with all relevant stakeholders, such as local and international NGO's, Universities and Research institutes, private sector, Embassies and its cooperation agencies, AU, ECHO/EU offices, UN agency, local authorities/county governance, among others, which may lead to a greater impact of the strategy and the NO program, better levels of positioning as well as to generate business development opportunities.
- Facilitate sharing and learning across other HFH National Offices & Affiliates, HFHI and national organizations working in Kenya.
- Work with the Senior management team and the Board of Directors in Kenya in cultivating strategic partnerships or relationships with new/existing donors to further strategic development opportunities.

**Operations and compliance management**

- Ensure compliance with all legal obligations of the Organization, internal policies, and regulations.
- Lead and supervise the performance of the country team with transparency, integrity, control, and quality; to provide timely and accurate internal and external accountability.



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- Coordination with the SMT, lead the annual planning and budgeting process, and manages the implementation of the plan and reporting of measurable outcome.
- Ensures the organization's programme achieves scale, efficiency and effectiveness, and sustainability.
- Oversees programme planning, management, and evaluation through implementation of innovative partnerships and Housing Technologies.
- Ensures and demonstrates good stewardship of resources, and maintains professional relationships with consultants, contractors, and service providers.
- In consultation with the HFH Kenya Board of Directors ensures the fiscal, legal, and programmatic integrity of the organization including accurate and timely reporting to relevant country statutory authorities, to HFHI and to donors.
- Identifies and introduces best practices, benchmarking with likeminded organizations for enhanced impact and performance.

### Implementation and reporting

- Supports the Program manager on the program and project development; validate project budgets, operational plans and assure that the interventions are aligned with the NO strategy, objectives and budget allocated for the relevant activities and approved by the board and HFHI Africa Area Office.
- Management and technical support, to ensure high quality of the interventions to achieve synergies and complement projects and partners.
- Ensure that the projects count with a proper MEAL plan and supervise its implementation. Identify deviations and/or opportunities to be taken and proposing or approving corrective measures.
- Ensure proper reporting (technical and financial) to HFHI using the institutional monitoring and reporting tools.
- Responsible for the open and effective communication between team members to ensure timely implementation of project activities and reporting to donors.
- Ensure that effective financial administrative systems governing the project activities are in place and are in line with HFHI and donor requirements.
- Ensure adequate information flow regarding ongoing operations for both management and external communication.

### **Talent and People management**

- Validate the HFH Kenya structure to ensure its fit for purpose to maximize the efficiency of the NO team.
- Participate in the recruitment process for key positions integrating DEI principles as per the HFHI guidelines.
- Identify training and capacity building needs for team career (technical and behavioral) growth and efficiency.
- Ensure implementation of the HFH Kenya Performance management system to enhance individual & team performance and accountability.
- In coordination with HR, ensure work force planning for optimum utilization of human resources, identify key staff in the NO, recommending them to national or international cross-cutting projects as part of capacity building and succession planning.

### **Resource Mobilization, Fundraising and strengthening of the Program**

- Ensure the sustainability of the Program through the develop and implementation of a Fundraising strategy which include the current donors supporting HFH Kenya and others.
- Ensure and support the HFH Kenya team in developing innovative and strategic project proposals, based on the meaningful participation of the local partners, community, and other relevant stakeholders to consolidate and expand Kenya Program operations.
- Coordinate current and future HFH Kenya projects with different donors, seeking for opportunities to expand and deepen relationships.
- In coordination with the SMT and other relevant staff and local partners, lead the identification of new initiatives and opportunities that respond to identified needs of the NO strategy and support resource mobilization activities for new opportunities identified in coordination with HFHI Area Office and HQ
- Support HFH Kenya team, field program staff and partner organizations on proposal development and design, including gathering information for concepts and proposals; oversee, lead or co-ordinate proposals and needs assessments.
- Develops the fundraising strategies for governmental, corporate sector and foundations funding sources, systematizing the organization-wide efforts to this effect.
- Prepares policy papers and coordinates input to key organizational documents as they relate to developing and strengthening of partnerships with existing and new donors, including non-traditional donors.



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- Ensures the sound coordination, implementation, monitoring, evaluation and reporting of the fundraising strategy to leverage resources as per the set targets.

### **Relationships, Advocacy and Communications**

- Represents HFH Kenya before the public authorities and other actors and as the main liaison person of HFH Kenya with the media.
- Identifies, develops, and maintains effective relations with all stakeholders, including government, bi-lateral and multi-lateral agencies, donors and sponsors, partners and homeowners, and the public at large.
- Develops and implements, together with staff a Communications strategy to promote the organization programme and brand and visibility.
- Develops and implements, together with staff and the support of HFHI, an Advocacy strategy to promote policies and systems that advance access to affordable and decent housing in Kenya.
- Proactively analyze the actors who have the potential to contribute to the achievement of the HFHK program goals within the broader context including government, private sector, donors and foundations, international and local civil society, academic institutions. Establish and actively sustain productive relationships with relevant actors (inside and outside the country).
- Contribute to national dialogue on housing strategies and advocate for change in policies and practice in line with program goals. Support and work effectively in coalitions, networks, and social movements to achieve broader impact.
- Promote and participate in campaigns and events to raise awareness, advocacy, or funds.

### **Board relations**

- Oversees the development of the HFH Kenya Board relationship with the staff and other relevant stakeholders.
- Ensures HFH Kenya Board of Directors' resolutions are implemented.

### **Contingency Planning, Safety and Security Management:**

- Ensure compliance with security procedures and policies as determined by HFHI guidelines, policy, and NO security plans.

<ul style="list-style-type: none"> <li>Proactively ensure that staff and visitors operate in a secure environment and are aware of safety and security policies and procedures.</li> <li>Maintain oversight of the larger context and any humanitarian developments in Kenya and ensure that HFHI can concisely remain informed of the pressing humanitarian issues and current challenges.</li> </ul>	
<p><b>Typical Training &amp; Experience</b> (Education, and Experience - briefly describe the <b>minimum</b> education and/or experience required)</p> <p><b>Required Knowledge &amp; Expertise</b> (Competencies and other specifics related to this role and level required)</p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>University degree in international development/relations, public administration, business administration, economics, housing, and urban development, and/or social sciences.</li> <li>Post graduate studies in development studies, project management or related fields.</li> <li>Continuing education in relevant fields such as NGO management, board development, resource mobilization, advocacy, communications monitoring, and evaluation, and in country or region-specific issues is an advantage.</li> <li>Minimum 10 years of work experience in housing finance and/or micro finance or urban planning, housing development or social sciences, relevant to human settlement and community development in Sub-Saharan Africa.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 5-year experience in Country/National leadership position managing donor-funded projects/programmes, Community development experience will be a significant added advantage.</li> <li>Experience in non-profit/NGO resource mobilization including proposal development, plus a local and/or international network of prospective donors and constituencies.</li> <li>Experience in serving on or in the development of non-profit/NGO boards of directors.</li> <li>Knowledge of housing issues in Kenya, Sub Sahara Africa, and in particular affordable housing.</li> <li>Proven experience in change management, leading and managing staff, including recruitment, staff development, training, mentoring and performance management.</li> <li>Demonstrated financial management competence, including the management, and monitoring of budgets, agreements, MOUs, and contracts.</li> <li>Experience in programme and project management.</li> <li>Knowledge of monitoring and evaluation and other program quality/effectiveness &amp; development approaches.</li> </ul>



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- Excellent communication skills, confidence in handling prominent gatherings, media, and events.
- Fluency in written and spoken English
- Computer literacy.
- Ability to travel nationally and internationally.

### Skills and Knowledge

- Proven ability to influence and negotiate with internal and external audiences
- Ability to advise and support field staff in a consultative manner.
- Excellent communication and interpersonal skills, capacity to remain calm under pressure and not lose sight of strategic priorities. Must be organised and efficient.
- A sound understanding of DEI awareness.
- Sensitivity to cultural differences and the ability to work with a wide variety of staff with different cultural background.
- Committed to HFHI principles.

- **Active support of HFHI Values:**
  - **Humility** – *We are part of something bigger than ourselves*
  - **Courage** – *We do what’s right, even when it is difficult or unpopular*
  - **Accountability** – *We take personal responsibility for Habitat’s mission*
- **Safeguarding:** *HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.*

**Fiscal Responsibilities** – Describe the financial responsibilities.

\$\_\_ of the budget    \$\_\_ of revenue    \$\_\_ other (please describe)\_\_\_\_\_.

**Organizational Scope & Impact** (e.g.: Area Office Staff, US Affiliates, National Directors, HFHI Staff, etc. Include level of responsibility and resulting impact on HFHI.)

**Problem Complexity, Planning and Policy level impact** Level of analytical and critical thinking required (e.g.: Uses existing procedures to solve standard problems with no impact on department level planning. Solves high-impact, cross-departmental problems affecting strategic planning and policy creation.)

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**Influencing/People Leadership** - Internal and external partnerships. Nature of leadership and guidance provided to others.

- Internal –
- External –
- Nature of leadership provided to others -

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**Working Conditions, Requirements, etc.** – Describe work setting (e.g.: typical office setting including # hours/wk in office, remote/home office, construction). Please also include physical requirements if needed (e.g.: ability to lift 70 lbs)

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**Location:** List the current or preferred location(s), or remote for job posting (all desired locations must be reviewed and approved by HR prior to posting)

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**AWS (Alternate Work Scheduling) Options for position:** Based on the primary duties of the work, what is the maximum level of workplace flexibility allowed for this position. **Select from each set below.**

**Select max level of location flexibility for this position:** Full-time In office  Hybrid position

Remote/Work from Home near an HFHI office  \*Remote/Work from Anywhere

\*Work from Anywhere = follows Finance rules on appropriate, travel-to-office protocols for reimbursement.

**Select Schedule option(s):** Flex-time Schedule  Compressed Week  Standard office schedule

**Travel Expectations:** International  Domestic  Percent of time spent traveling: %

Will the individual in this role typically work with children or HFH beneficiaries ( Yes / No).

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Form submitted by:	Date:
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**Habitat for Humanity International**, founded in 1976, is a global Christian-based nonprofit organization which grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God’s love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat for Humanity seeks individuals who have a willingness to affirm these principles and values.

Habitat for Humanity Kenya )HFH Kenya was established in 1982 as a not-for-profit, non-governmental organization (NGO). We are an affiliate of Habitat for Humanity International (HFHI)

Please read more about our work on [Habitat for Humanity Kenya - Habitat Kenya \(hfhkenya.org\)](http://Habitat for Humanity Kenya - Habitat Kenya (hfhkenya.org))