



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

## JOB DESCRIPTION

### JOB DETAILS

**JOB TITLE:** Manager Executive Education and Training

**REPORTS TO:** Director Executive Education

**JOB REF:** ASG/HR034

**DEPARTMENT:** Academics and Research

### Job / Role Purpose:

The Manager Executive Education and Training is responsible for oversight and delivery of high-level training and development programs for senior executives and leadership teams. The role involves designing, implementing, and evaluating training strategies that align with the organization's goals and objectives.

### Key duties and responsibilities

#### Training Design & Development:

- Develop comprehensive training programs and workshops for senior executives focusing on leadership, strategic thinking, change management, communication, and other advanced business skills.
- Collaborate with senior leadership to understand their development needs and design tailored learning experiences.
- Create instructional materials, presentations, and learning tools that are engaging and effective for executive-level learners.

**Delivery of Training Programs:**

- Facilitate leadership training sessions, workshops, and seminars, ensuring high-level executive participation and engagement.
- Use a variety of training methods (e.g., in-person, virtual, coaching, mentoring) to deliver content effectively.
- Lead high-impact sessions that support organizational goals and enhance executive leadership competencies.

**Coaching & Mentoring:**

- Provide one-on-one coaching and mentoring to senior executives, helping them enhance leadership abilities and address challenges in their professional roles.
- Guide executives through personal and professional development strategies to support their growth within the organization.

**Program Evaluation & Continuous Improvement:**

- Assess the effectiveness of training programs through feedback surveys, evaluations, and performance metrics.
- Continuously update and improve training programs based on participant feedback, industry trends, and organizational needs.
- Provide reports and insights to senior leadership regarding the impact of training programs.

**Stakeholder Management:**

- Build strong relationships with senior leaders, department heads, and other stakeholders to align training objectives with business priorities.
- Provide strategic input into the development of the ASG's overall training and development strategy.

**Knowledge Sharing:**

- Stay current with trends and best practices in executive education and leadership development.
- Share insights, resources, and methodologies with other training and development professionals within the organization.

**Leadership & Team Collaboration:**

- Lead and collaborate with a team of junior trainers or support staff, providing guidance and mentoring as needed.
- Ensure the smooth execution of training programs and alignment with organizational goals.
- Any other duties appropriate to the role as required by the Supervisor.

**Expected Outputs/ Deliverables**

- Training programs and workshops for senior executives.
- Effectiveness of training programs
- Instructional materials, presentations, and learning tools
- One-on-one coaching and mentoring to senior executives

- Personal and professional development strategies
- Periodic reports and insights to senior leadership

## PERSON SPECIFICATION

### Educational Requirements

- Master's degree in Human Resources, Business Administration, Education, or a related field from an accredited institution.
- Related professional certification in training or adult learning

### Related Job Experience

- Minimum of 10 years of experience in leadership development, corporate training, or executive coaching and education, with at least 3 years working directly with senior executives.
- Proven experience designing and delivering executive-level training programs and workshops.
- Strong understanding of adult learning principles, leadership frameworks, and organizational development.

### Required Technical Knowledge/Skills

- Advanced coaching and mentoring skills for high-level professionals.
- Expertise in creating tailored learning materials and training programs.
- Ability to evaluate training effectiveness and adapt programs for continuous improvement.
- Extensive knowledge of adult learning principles, leadership development, and the ability to tailor training content to meet the needs of senior management.
- Strategic thinking with a focus on long-term organizational growth and leadership development.
- Ability to influence and drive change at the executive level.
- Knowledge of latest trends in leadership and executive education.
- Strong analytical skills to assess training effectiveness and business impact.
- Project management.

### Required Behavioural Skills

- Exceptional communication and presentation skills.
- Strong interpersonal skills and the ability to build rapport with senior executives.
- High emotional intelligence and the ability to manage sensitive discussions and challenges with senior leaders.
- Innovativeness
- Integrity and self-drive
- Transparency and accountability
- Fluent English required, fluent French desirable

## Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [Application Form for ASG Staff Recruitment](#). All applications must be submitted via the online application form at this link.