



The African School of Governance (ASG) is a leading public policy and leadership 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

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| JOB TITLE: Senior Program Manager | REPORTS TO: Director and Senior Policy Advisor |
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| JOB REF: ASG/HR022 | DEPARTMENT: Policy Advisory |
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Job / Role Purpose:

The Senior Program Manager is responsible for the delivery of projects within the ASG Portfolio including vendor/partner run projects/programs. The Program Manager supports the establishment and delivery of a roadmap of initiatives that drive benefit for ASG. He/she will be required to plan, schedule, monitor and report on activities related to the program to ensure that each project and program contributes to the overall success of ASG.

Key duties and responsibilities

- Lead the design, development, and implementation of convenings aligned with ASG's mission, ensuring they are impactful and scalable.
- Management of ASG-Style programmes ensuring that they run smoothly, provide maximum impact, and continue to develop to best meet the needs of ASG cohorts.
- Develop and manage programme budget for convenings, timelines, and resources effectively.
- This role will provide a high level of education sector expertise to support the ongoing development of current programmes as well as new initiatives within enterprise education and direct delivery.

- Cultivate and manage relationships with guest speakers, and oversee scheduling of career development workshops, colloquia, annual graduate student conferences, program-specific retreats, and interdisciplinary forums.
- Manage and oversee the administrative and daily operations of ASG programmes, providing support with curriculum development, academic scheduling, and implementation of programmatic processes.
- Be responsible for schedule management, consisting of activity definition and sequencing, resource estimating, duration estimating, schedule development, and schedule control activities.
- Ensure all appropriate Guest speakers and stakeholders have been identified and their requirements and expectations have been documented and managed within the scope of the convenings.
- Collaborate with Office of the President and particularly Director of External Affairs to coordinate, and/or assist with proposal writing to develop additional funding.
- Provide technical and/or professional coordination and leadership in the execution of convenings/project activities, as appropriate to program objectives and area of expertise.
- Provide effective leadership to the program and project teams; take appropriate action where team performance deviates from agreed tolerances.
- Participate in the development of annual operating budgets and provide fiscal and strategic input.
- Develop and implement systems and processes to establish and maintain records for ASG.
- Oversee and/or coordinate the collection, compilation, and analysis of ASG program activity data.
- Develop, write, and present comprehensive statistical and narrative program reports.
- Assist in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures.
- Collaborate with ASG departments, programs, projects, school systems, and/or community organizations to consolidate resources and enhance programs.
- Any other duties appropriate to the role as required by the Supervisor.

Expected Outputs/ Deliverables

- Design and organize convenings to facilitate academic exchange, professional networking, and the development of research skills.
- Implement mix of lecture-style presentations, panel discussions, workshops, and interactive convenings throughout the academic years to engage diverse learning styles.
- Build effective working relationships with a range of stakeholders including colleagues, teachers, senior leaders, funders, evaluators,

PERSON SPECIFICATION

Educational Requirements

- Master's degree and postgraduate qualification in project management, business administration or equivalent from an accredited institution.

- Relevant professional qualification such as Program Management Professional (PgMP) certification, etc.
- Agile Certification is preferred

Related Job Experience

- At least 10 years of experience directly related to the duties and responsibilities specified; 2 of which are management level experience.
- Program planning and implementation monitoring and measurement of results.
- Experience in successfully leading projects and/or programs using Agile methodologies, managing large, complex projects with multi-function teams.
- Experience in developing policy and procedure documentation.

Required Technical Knowledge/Skills

- Strong self-confidence and decisive ability to work independently, managing a functional area to achieve targets on time and within a budget.
- Strong vendor / partner management capability.
- Ability to serve on task forces and/or committees.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to make administrative/procedural decisions and judgments.
- Knowledge of contracts and grants preparation and management.
- Ability to design and implement systems necessary to collect, maintain, and analyze data.
- Ability to identify and secure alternative funding/revenue sources.
- Knowledge of management principles and practices.
- Knowledge of financial/business analysis techniques.

Required Behavioural Skills

- Excellent leadership and management skills.
- Effective communication skills
- Attention to detail and proactive problem-solving
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task
- Ability to use computers (e.g., MS Office) and education management systems
- Interpersonal and stakeholder engagement
- 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.