



## **AFRICAN SCHOOL OF GOVERNANCE FOUNDATION (ASGF)**

The ASG Foundation is a not-for-profit foundation established by Prominent African Leaders to facilitate the establishment and financing of the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa. The Foundation is an established organisation with a Guardian and a Governing Council that comprises of distinguished leaders from across the African Continent and beyond. It is registered and headquartered in Rwanda.

The ASGF received funding from Mastercard Foundation towards financing of activities to establish the Africa School of Governance (ASG). The African School of Governance is a distinctively African, globally leading, independent graduate professional school established to impact governance and public policy across the continent and improve the lives of citizens across a wide range of outcomes.

The purpose of the ASGF is to establish, support, and mobilize financing for the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa.

The core objectives of ASGF include the following.

1. The custodian of the vision of the African School of Governance (ASG) and any other beneficiary decided in accordance with ASGF regulations and relevant laws;
2. Support the vision and mission of the ASG;
3. Mobilise financial and other endowments to support the development and advancement of the ASG;
4. Engage and mobilise world leaders, policymakers, philanthropists, and researchers to promote and advance the mission of the ASG;
5. Manage the financial and in-kind resources for the ASG; and
6. Incubate and support other initiatives considered essential to develop and advance transformative African governance and leadership.

The ASGF seeks to build an ASG institution that is financially sustainable and independent through investment income from the endowments, and income from activities of the ASGF.

### **JOB DESCRIPTION**

#### **JOB DETAILS**

**JOB TITLE:** Program Manager

**REPORTS TO:** Executive Secretary

**JOB REF:** ASGF/HR004

**DEPARTMENT/UNIT:** Programs

#### **Job / Role Purpose:**

The Program Manager is responsible for the delivery of programs within the ASGF Portfolio including vendor/partner run projects/programs. The Program Manager supports the establishment and delivery of a roadmap of initiatives that drive benefit for ASGF.

He/she is 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 ASGF and ASG.

### **Key duties and responsibilities**

- Lead the design, development, and implementation of programmes aligned with ASGF's mission, ensuring they are impactful and scalable.
- Management of ASGF-Style programmes ensuring that they run smoothly, provide maximum impact, and continue to develop to best meet the needs of ASGF stakeholders.
- Develop and manage programme budget for convenings, timelines, and resources effectively.
- Oversee scheduling of ASGF workshops, conferences, program-specific retreats, and interdisciplinary forums.
- Manage and oversee the administrative and daily operations of ASGF programmes, providing support with implementation of programmatic processes.
- Collaborate with Executive Secretary and Partnerships and Legal Manager to coordinate, and/or assist with proposal writing to develop concept notes for additional funding.
- Provide technical and/or professional coordination and leadership in the execution of project activities, as appropriate to program objectives and area of expertise.
- Provide effective leadership to the program and project teams, and 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 ASGF.
- Oversee and/or coordinate the collection, compilation, and analysis of ASGF 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 ASGF departments, ASG programs and school systems, and/or community organizations to consolidate resources and enhance programs.
- Other related duties appropriate to the role as required by the Executive Secretary.

### **Expected Outputs/ Deliverables**

- New programmes developed
- Program Workplans
- Program Progress Reports
- Budget Monitoring Support
- Program Evaluation Data
- Draft Program Communications
- Designed and organized convenings to facilitate professional networking, and fundraising opportunities.
- Established effective working relationships with a range of stakeholders including government agencies, civil society, funders, and ASG.

- Scheduling of ASGF workshops, conferences, program-specific retreats
- Systems and processes established to maintain records for ASGF.

## PERSON SPECIFICATION

### Educational Requirements

- Master's degree and postgraduate qualification in project management, business administration, public 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 8 years of experience directly related to designing and managing programs and grants, 5 years of which in a leadership position in philanthropy organizations, international organizations or another comparable institution.
- Proven record of managing programs and projects in the international organizations, preferably those working with education and policy institutions.
- Experience in program and project design, planning, and managing and launching new institutions or organisations, with an ability to build strong partnerships across various institutions.
- Program implementation monitoring and measurement of results.
- Experience in successfully leading/monitoring 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

### **Terms of Employment and Remuneration**

- You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

### **Contact/application information:**

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