



## **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 Officer

**REPORTS TO:** Program Manager

**JOB REF:** ASGF/HR008

**DEPARTMENT/UNIT:** Programs

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

The Program Officer is responsible for supporting the planning, design, implementation, and monitoring of programs aimed at advancing transformative governance and leadership in Africa. He/she works closely with internal teams, external partners, and stakeholders to ensure the successful delivery of program activities, effective coordination, and impactful outcomes.

#### **Key duties and responsibilities**

**Program Planning, Design, and Implementation**

- Support the Program Manager in designing, planning, and implementing program activities, ensuring alignment with ASG Foundation's strategic goals and objectives.
- Coordinate logistics, timelines, budget tracking, and procurement processes to facilitate the smooth execution of program initiatives.

**Stakeholder Engagement**

- Cultivate and maintain positive relationships with ASGF partners, grantees, government officials, and other stakeholders to promote collaboration and information sharing.
- Serve as a liaison between ASG Foundation and external partners to facilitate effective communication, coordination, and collaboration on program-related matters.

**Monitoring and Reporting**

- Assist in monitoring program progress, milestones, and outcomes, and provide regular updates to the Program Manager and ASGF management team.
- Prepare accurate and timely program reports, documentation, and materials to support internal decision-making, donor reporting, and knowledge sharing.

**Capacity Building Support**

- Provide technical support to organize workshops, training sessions, and learning events to promote knowledge exchange, skill development, and continuous improvement within program activities.

**Budget Management**

- Assist in the development and monitoring of program budgets, expenditures, and financial reports to ensure fiscal accountability, compliance, and efficient resource utilization.
- Work closely with the Finance and Administration team to track program spending, process invoices, and reconcile financial transactions related to program activities.

**Program Evaluation**

- Contribute to program evaluation efforts by collecting data, conducting assessments, and analysing program impact to measure outcomes, identify best practices, and inform future program design.
- Support the Program Manager in implementing recommendations from program evaluations to enhance program effectiveness and sustainability.

**Other duties**

- Perform other work-related ad hoc duties as may be requested by the Program Manager from time to time.

**Expected Outputs/ Deliverables**

- Draft program designs documentation
- Draft Program Workplans
- Draft Program Progress Reports
- Budget Monitoring Support
- Program Evaluation Data
- Event and Workshop Coordination

- Draft Program Communications
- Draft ASGF Continuous Improvement Initiatives
- Knowledge Sharing Initiatives
- Training and Capacity Building Materials

## **PERSON SPECIFICATION**

### **Educational Requirements**

- Bachelor's degree in international development, social sciences, project management, public administration, business administration or a related field from a reputable university.
- A post-graduate qualification in project management or M&E is desirable.
- Relevant training in research is an added advantage.
- Being Bilingual (English and French) is an added advantage.

### **Related Job Experience**

- Minimum of 5 years of professional experience in program coordination, project management, or program support roles within the non-profit, international development, or public sector.
- Proven experience managing information loads, including complex, confidential, and sensitive data.
- Experience working with people from different generations and backgrounds.

### **Required Technical Knowledge/Skills**

- Program formulation and design.
- Concept development
- Ability to collaborate effectively with diverse stakeholders.
- Ability to analyse complex data sets.
- Knowledge of statistical tools/software and data visualization tools (e.g., Tableau, Power BI).

### **Required Behavioural Skills**

- Outstanding organizational ability
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task in a fast-paced environment
- Ability to use computers (e.g., MS Office)
- Excellent communication skills
- Analytical skills
- Integrity and self-drive
- Interpersonal and stakeholder engagement
- Attention to detail

- Innovativeness
- Transparency and accountability
- Capable of maintaining confidentiality and exercising discretion

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

- You will sign an employment contract with 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.