

VACANCY FOR:

# CAPACITY BUILDING PROGRAMME MANAGER

**JOB TITLE:**

Capacity Building Programme Manager

**REPORTS TO:**

The Chief Executive Officer

**JOB SUMMARY:**

Responsible for Planning, Coordinating and Executing all activities and trainings in relation to the InfraCredit Capacity Building programme.



## **JOB RESPONSIBILITIES:**

The resource person will be responsible for but not be limited to the following:

- Building and maintaining partnerships and relationships with programme partners, raise grant funding, and educate the pension fund investors about investing in infrastructure financing projects.
- Developing project implementation plans, training manuals and other standard operational procedures for the capacity building programmes and development impact assessments.
- Developing monitoring, evaluation and learning milestones for assessing the performance of success of the programme.
- Creating and monitoring annual work plans, programme initiatives, and budget development.
- Drafting and publishing reports on programme objectives, milestones, and plans.

- Planning and designing the Infrastructure Capacity Building Programme and proactively monitoring its progress, ensuring programme efficiency and institutionalization of the programme.
- Ensuring effective quality assurance and overall integrity of the programme - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with corporate, technical and specialist standards.
- Managing the programme's budget, monitoring expenditure and costs against delivered and realised benefits as the programme progresses.
- Ensuring the delivery of new initiatives in line with the strategic approach/objectives of the programme.
- Managing communications and relationships with all stakeholders as well as regularly track stakeholders' perception of the programme and company activities- conveying same to the management.
- Managing risks to the programme's successful outcome.
- Reporting the progress of the programme through publication of annual reports, case studies and other communication channels.
- Expertly use MS Office Suite tools, including Word, Excel and PowerPoint in delivering professional business/report writing and presentations for internal and external use.
- Other responsibilities in relation to capacity building as assigned by the Chief Executive Officer and Management team.



#### **SKILLS AND QUALIFICATIONS:**

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1. Graduate degree qualification in Economics/Business/Statistics and other related fields.
2. Minimum 8 years of work experience.
3. Experience with organising, co-ordinating and executing professional trainings in the finance sector.

4. Strong organisational skills and the ability to manage time effectively in a fast-paced environment.
5. Good communication skills, with an ability to engage effectively with clients, investors, internal peers, consultants, facilitators, PFAs etc.
6. Very strong alignment with InfraCredit's core value system - Innovation, Passion, Integrity and Collaboration.