



Finance, HR, Partnership Governance Lead - Kenya

Terms of Reference

The Finance HR Partnership Governance Lead reports to the Chief of Programs and will direct and oversee all Finance, HR and Partnership Governance aspects of the HER Lab Program in Kenya.

We are looking for an experienced and detail-oriented Finance/HR/Partnership Governance Lead to oversee and manage the program's financial operations, human resources functions, and partnership governance initiatives. The successful candidate will play a pivotal role in ensuring the efficient and effective operation of these critical areas within the program.

About the HER Lab Program: Through scale-up of the Global Give Back Circle HER Lab model, we will implement programming designed to increase participation in dignified and fulfilling work for adolescent girls / young women in rural Kenya.

It is more than a program focused on the economic empowerment, skills development, and poverty alleviation of Kenya's most marginalized adolescent girls / young women through workforce success and entrepreneurship. It addresses a holistic approach to HER journey to dignified and fulfilling work and does so by positioning her as a catalyst for the economic empowerment of an entire community. It teaches her how to be the best version of her own story, but also guides her on how to use the power of her storytelling voice for bold advocacy and policy influencing. It nurtures her leadership strengths by heightening her self-awareness. She explores the attributes of her role model mentor and identifies the strong, empowered woman within her.

This program contains interventions that target marginalized and rural adolescent girls / young women from across the educational spectrum, including recent secondary graduates and young women who have fallen through the cracks of the education system. This program supports a robust Theory of Change, through critical technical pathways, activities, and outcomes.

The Finance HR Partnership Governance Lead will set direction and manage and oversee the Finance, HR and Partnership Governance for a consortium of partners in Kenya and their teams. This is a youth-led intervention, 80%+ team members are alumina of the Global Give Back Circle or Mastercard Foundation programs; young women between the age of 25 – 35, as such Capacity building is a significant responsibility of this role.

Responsibilities & Duties

Finance:

- Develop and implement financial policies, procedures, and controls to ensure compliance with regulatory requirements and best practices.
- Manage budgeting, forecasting, and financial planning processes.
- Oversee accounts payable, accounts receivable, and payroll functions.
- Prepare financial reports and analysis for management review.
- Monitor cash flow and financial performance, identify areas for improvement and implement corrective actions as necessary.
- Liaise with external auditors, tax authorities, and financial institutions.
- Build capacity in Finance teams.

Human Resources:

- Develop and implement HR policies, procedures, and programs to support program goals and objectives.
- Manage recruitment, onboarding, performance management, and employee relations processes.
- Oversee employee benefits administration, including health insurance, retirement plans, and other employee perks across partners.

- Ensure all partners are in compliance with employment laws and regulations.
- Provide guidance and support to managers and employees on HR-related matters.
- Drive initiatives to enhance employee engagement, retention, and satisfaction.
- Build capacity in HR teams.

Partnership Governance:

- Develop and maintain relationships with external partners, vendors, and stakeholders.
- Assist in negotiation and management of partnership agreements, contracts, and service level agreements.
- Ensure compliance with partnership terms, managing risks, and fostering collaboration to achieve mutual goals.
- Monitor and evaluate partnership performance, ensuring alignment with organizational goals and objectives.
- Facilitate communication and collaboration between internal teams and external partners.
- Resolve conflicts and issues related to partnerships in a timely and effective manner.
- Identify opportunities for strategic partnerships and collaboration to drive business growth.
- Build Capacity in Partnership Governance.

Requirements:

- Bachelor's degree in finance, mandatory. Experience in HR. MBA or relevant professional certifications (e.g., CPA, SHRM-CP, CHRP-K, CIPD) preferred.
- Proven experience in finance, human resources, and strategic partnership management roles, preferably in a similar industry or sector.
- 10+ years financial leadership experience in an organization.
- 8+ years managing a complex collocated team of more than 15+ individuals.

- 5+ years leading a department or organization with a budget of more than 5 Million dollars annually.
- 5+ years building capacity in collocated teams.
- 5+ years Partnership management with demonstrated ability to assess partnership performance, identify areas for improvement, and implement solutions.
- Strong knowledge of financial principles, practices, and regulations.
- Thorough understanding of HR processes and best practices, including recruitment, performance management, and compliance.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to think strategically and solve complex problems.
- Proficiency in financial management software, HRIS, and Microsoft Office Suite.
- Proficiency in English and Swahili

Join us and be part of a dynamic team where your expertise will make a meaningful impact on our success. If you are passionate about finance, human resources, and partnership governance, we want to hear from you!

Send CV & Cover Letter to: GGBCJobs@GlobalGiveBackCircle.org