

Manager - Leadership and Innovation Training Programs (Kenya)

About Amani Institute

Responding to the widely perceived gap between university education and the employment marketplace, [Amani Institute's](#) mission is to prepare a new generation of leaders creating careers and lives of meaning and impact. We do this by developing new models of education and training that enable participants to develop the practical skills and networks for long-term career success.

Our core methodology comes to life in our award-winning Certificate in Social Innovation Management, which runs concurrently in both Kenya and Brazil, and which has so far enrolled 225 Fellows from 40+ countries in every continent. The program has been featured in *Fast Company*, *Forbes*, *The Stanford Social Innovation Review*, *CNBC Africa*, *Vanity Fair*, and *The Huffington Post* among other publications.

Amani Institute also develops customized training programs for foundations, universities, NGOs, and companies. Our 40+ clients to-date have included the US government's Young African Leaders Initiative (YALI), UNICEF, Vodafone, Ashoka, Georgetown University, Oxfam GB, CARE, and HIVOS.

Amani Institute is a non profit organization founded in 2011. Today we have "campuses" in Nairobi, Kenya and Sao Paulo, Brazil, and a staff with deep prior experience in the business, education, and social sectors. In addition, we are fortunate to be advised and supported by a faculty roster of over 30 global professionals at the top of their industries, including a Nobel Peace laureate, experts in leadership development from McKinsey & Company, a major documentary producer, a leading foundation director, and many others.



Through developing individuals who have the knowledge, practical skills, vision, courage, and networks to take on major challenges, our larger goal is to build much-needed capacity in organizations addressing social problems, thus enabling more effective operations across the entire field.

About the Role

It is a joy to work on helping other people build meaningful careers and lives. Amani Institute is seeking a passionate, committed, and entrepreneurial changemaker to join our growing team in Kenya to drive, implement and grow our flagship learning programs over the next years.

The Manager of Leadership and Innovation Training Programs will work closely and collaboratively on all fronts with the Country Director of Amani Institute Kenya.

You will be responsible for implementing all learning activities especially training in our various social innovation training programs, as well as management responsibilities across a suite of different programs. These programs include the Amani Leadership and Management for Impact (targeting leadership skill building in small businesses in East Africa) program, and our Post-Graduate Certificate in Social Innovation Management (SIM) Program.



Key responsibilities will include:

A. Implementation of Learning Programs (~60% of time)

- Design and deliver/facilitate training to a wide range of audiences, both Kenyan and global, after being trained in the Amani Institute curriculum and approach to higher education. Participants in your classes could range in age from 20 to 60, with great diversity of cultural and professional backgrounds. Class sizes could range from 5 people to 40 people.
- Assist with or lead new professional development training programs in East Africa for individuals or institutions, across the social, academia, and private sectors. All our programs focus on building skills for careers with a social impact.
- Coach individuals to overcome barriers and move forward in their desired career trajectory and achieve their goals
- Constantly review and improve the curricula (learning activities, teaching materials and worksheets) according to employers' needs, and Amani Institute's values, learning model, and strategic direction. New ideas are welcomed at Amani Institute.

B. Program Management (~40% of time)

- Efficiently manage and monitor programs as required
- Meet with prospective Amani Fellows and/or CEOs of companies and answer their questions about our programs as a pre-requisite for applying to them
- Attend networking events in order to represent Amani Institute and build a range of different types of strategic partnerships with other organizations
- Work in a closely-knit, fast-growing, entrepreneurial, diverse, global team. Amani Institute has a start-up ethos, so all members of the team are expected to do what it takes to complete projects and achieve goals, which often translates into long hours of intense work.

Who we are looking for:

Professional Background and Skills

- Passion for making social impact
- At least 7-10 years of previous work experience, including some experience in the social sector and/or the private sector. Experience in both sectors is a strong plus.
- Evidence of being a doer – high degree of performance and self-accountability
- Excellent oral and written communication skills in English
- Strong interpersonal communication skills, with high degree of empathy
- International experience outside Kenya, for work and/or study
- Ability to pay close attention to the details that make the difference between doing a good job and doing a great one
- Ability to not just multi-task, but even enjoy working on many different projects at once
- Undergraduate degree (any field)

Specific Expertise

- Proven ability to design and deliver training programs from beginning to end - from creating learning outcomes to developing methodology to running training
- Exposure and Experience to Amani's fields: (Social) innovation, adult learning and leadership development
- Strong Experience with group facilitation; the more diverse the groups the better
- Proven ability to coach and mentor individuals from all walks of life towards achieving their professional

- goals, including those older and with more experience
- Proven ability to build win-win relationships for networking and/or business development
- Comfort with communicating and collaborating virtually across global teams

Preferred Characteristics

- You are energized by being in front of groups and holding space one on one for people
- Experience with pedagogy and curriculum development for adult learning
- Master's degree (any field)
- IT skills: Good knowledge of MS Office (especially Word, Excel, and Powerpoint), virtual communication systems (Skype, Zoom, Whatsapp, etc), and common cloud software (Dropbox, CRM systems, Google Drive, etc)

Culture Fit

You would be a good fit with our organizational culture if:

- You have a passion for helping individuals achieve their full potential
- You proactively initiate action when you see a problem, regardless of whether it is "your responsibility" or not
- You are curious and enthusiastic to keep learning new skills throughout your life
- You love working with people from very different backgrounds, as that can lead to new ideas, fun experiences, and opportunities for growth
- You are comfortable bringing your whole self to work

Other information

The position is based in Lavington, Nairobi and we are primarily, but not exclusively, looking for a Kenyan citizen or a foreign resident with the right to work in Kenya.

Occasional weekend work is required, as some classes happen on Saturdays. Travel within East Africa is necessary and international travel is likely.

Salary and benefits will be commensurate with experience and skills, aligned with the broader social enterprise sector in Kenya. This is a full-time position, with a minimum expectation of 2-4 years with the initial contract (after an initial trial period), and great room for professional growth and development.

Want to apply?

- ✓ First, please have a look at this guide on how to submit your application and tips on our selection process: <http://bit.ly/CandidatesGuide>
- ✓ Fill out the application form under <http://bit.ly/AmaniManager>
- ✓ Send your CV in PDF format to careers@edgeperformance.co.ke with the subject line "Amani Institute - Manager Training Programs"

Selection process in collaboration with

