

Job Vacancy: Program Manager: Vocational Training & Youth Empowerment

Location: Kilifi County, Kenya

Organization: Elimu Development Projects

Reports to: Director of Programs

Job Type: Full-time

About Us:

Elimu Development Projects (Elimu) is a leading organization dedicated to improving educational and vocational opportunities for underserved communities. Our focus is to build sustainable futures through skills development, vocational training, and educational excellence. As part of this mission, Elimu is implementing the Centres of Vocational Excellence (CoVE) Project which aims to establish premier hubs for vocational education, youth capacity building, and skills development for local communities, working in close collaboration with the Kilifi County Government to align training programs with the regional development goals through Vocational Training Centres (VTCs).

Based in Malindi, Kenya, Elimu runs Elimu Resource Centre (ERC) – a digital hub for learners. The ERC is the base for Elimu projects which enhance access to education, improve digital literacy in the community and guide youth after high school to pathways for more meaningful futures through skills development, employment planning and entrepreneurship. Elimu is an official charitable organization registered since 2011 in Canada and since 2013 in Kenya.

Job Description:

The Program Manager: Vocational Training & Youth Empowerment will ensure the goals of the CoVE Project aimed at establishing the first two Centre of Vocational Excellence in Kilifi County are met. The two Centres, selected in consultation with the County Government will promote excellence in one key area each: plumbing and fashion & design.

The Program Manager: Vocational Training & Youth Empowerment will oversee the strategy, operations, and growth of the CoVE Project, ensuring high-quality vocational training that meets the needs of youth and the local economy and aligns with Kilifi County's development priorities. This role requires strong collaboration with local government, employers, and communities to ensure the CoVE Project's training programs are relevant, responsive, and impactful. The Program Manager will be responsible for coordinating a team, managing partnerships, and ensuring that the center delivers excellent outcomes for students and stakeholders.

The Program Manager will collaborate with Elimu's Program Manager: Skills Development on project strategy, training curriculum design and evaluation and integration of quality, industry relevant ICT components into CoVE training programs.

Elimu Sewing Project provides sponsorships to rural girls for sewing business start up and runs the Artisan Maker Space which offers training in fashion and textile products to enhance sewing artisan's income generating potential and provides a workspace for creative design and production. In addition to the CoVE Project, the Program Manager will provide guidance and program development support to Elimu's entrepreneurship team which runs Elimu Sewing Project.

Responsibilities:

Centres of Vocational Excellence (CoVE) Project

- **Leadership & Strategy**
 - Lead the strategic direction of the CoVE Project, in alignment with the goals of Elimu Development Projects and Kilifi County Government's vocational training priorities.
 - Work closely with Kilifi County Government to ensure the CoVE Project supports the region's socio-economic development plans.
 - Provide leadership to a multidisciplinary team, fostering a culture of excellence and innovation.
- **Program Development & Management**
 - Oversee the design, delivery, and evaluation of vocational training programs that address the skills gaps in Kilifi County.
 - Ensure vocational training programs are aligned with national and county-level standards, and meet accreditation requirements.
 - Collaborate with Kilifi County officials, local employers, and industry experts to ensure the centers offer courses that are relevant to the local labor market.
 - Continuously improve the quality of programs, using feedback from employers, students, and other stakeholders.
- **Partnership Development & Stakeholder Engagement**
 - Build and maintain strong relationships with Kilifi County Government, industry bodies, local employers, and other educational institutions.
 - Act as the main liaison between Elimu Development Projects, Kilifi County Government, and local communities, ensuring that the CoVE Project is well integrated into the county's development framework.
 - Establish partnerships with private sector stakeholders to provide internships, job placements, and practical training opportunities for students.
 - Seek and manage funding opportunities, including government grants, donor funding, and private partnerships to support the growth and expansion of the CoVE Project.
- **Operational Management**
 - Liaise with VCT Management on the day-to-day operations of the VoCEs, ensuring the effective use of resources (human, financial, and physical) in meeting the project goals.
 - Develop and manage the CoVE Project budget, ensuring efficient use of funds and compliance with financial policies.
 - Collaborate with VCT management and County government officials to ensure the VoCEs meet regulatory, health, and safety standards at all times.
- **Student & Staff Development**
 - Collaborate with VCT management and County government officials to:
 - ensure that students receive an exceptional learning experience, with a focus on employability and practical skills development.
 - lead the recruitment, development, and performance management of staff, ensuring the centers each have a skilled and motivated workforce.
 - support career guidance, mentorship, and life skills training programs to enhance students' chances of securing employment.
- **Quality Assurance & Reporting**
 - Develop and maintain a robust quality assurance framework, ensuring continuous improvement in the center's performance.
 - Monitor key performance indicators (KPIs) such as student retention, graduation rates, employment outcomes, and stakeholder satisfaction.

- Provide regular reports to both Elimu Development Projects leadership and Kilifi County Government on the center's progress, achievements, and areas for improvement.

Other Elimu Projects

- Works in conjunction with the Director of Programs and coordinates with Programs Manager and Program Officers on project development and integration of CoVE Project with other Elimu projects and activities.
- Through ERC will interact responsibly with children, youth and adults from all Elimu programs with an inclusive and welcoming attitude.
- Consults on monitoring and evaluation of all skills development programs at Elimu for the growth and development of the organisation as a whole.
- Represents Elimu as a qualified professional and effective ambassador at all times.
- Performs any other duty pertaining to Elimu operations that may be assigned including stepping into to cover other Elimu team members' duties during their absence.

Qualifications and Experience

- Bachelor's degree in Education, Vocational Training, Business Management, or a related field.
- Proven experience in managing educational or vocational institutions, preferably in partnership with government agencies.
- In-depth knowledge of vocational education policies, industry trends, and skills development frameworks in Kenya.
- Strong leadership skills, with a track record of managing teams and working collaboratively with multiple stakeholders.
- Experience working with county or national government on vocational education, economic development, or workforce programs.
- Demonstrated ability in financial management, budget control, and resource allocation.
- Proficient in digital skills required to meet the above-listed activities and roles.

Desired Attributes

- Passion for community development, skills training, and youth empowerment.
- Strong communication, negotiation, and problem-solving skills.
- Ability to build and sustain strategic partnerships with government officials, donors, and employers.

How to Apply:

Interested candidates should send their resume and cover letter to **thecentre@elimu.ca** with the subject line "**Program Manager: Vocational Training & Youth Empowerment Application.**"

Elimu Development Projects is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Application Deadline: October 31, 2024