



<https://kgga.co.ke/job/the-role-national-executive-officer/>

Description

NATIONAL EXECUTIVE OFFICER

To shape and lead the delivery of the Mission of the Association in service to over 1,000,000 girls and young women and to inspire an extraordinary volunteer team and to deliver a first-class Guiding experience in Kenya. The job holder will also be an active ambassador for the Association and will report to the Chief Commissioner. Time allocation will be 70% on resource mobilization, partnerships

Responsibilities visibility and 30% on administration, governance & office related
Key Tasks

1. **Strategic Leadership:** Develop and implement strategic plans, programs, and initiatives aligned with the organization's mission.
2. **Programme Development and Impact:** Oversee the design, implementation, and evaluation of programs that are inclusive and culturally responsive to address the needs of young women and girls.
3. **Fundraising and Resource Mobilization:** Develop and execute resource mobilisation strategies and build relationships with donors, grant-makers, and corporate sponsors to secure diverse and sustainable funding.
4. **Advocacy and External Relations:** Advocate and amplify the visibility of the Association through building partnerships with the media, influencers, communities, and all stakeholders.
5. **Governance:** Work with the National Board to provide regular updates, reports, and insights on governance and accountability to inform decision-making.
6. **Operational and Financial Management:** Oversee daily operations, finances, compliance, strong internal control systems, HR, motivate and support staff and volunteers, and nurture a positive, inclusive work culture.

Qualifications

A Bachelor's Degree is required with a minimum of 5 years' experience in senior management and leadership in an organization. A relevant postgraduate

Key Competencies and Experiences

The National Executive Officer must demonstrate critical competencies in the following broad categories: **Knowledge of Guiding:** The National Executive Officer must have knowledge of the Guiding movement and demonstrate experience in working with volunteers, advocating for girls and young women.

Commitment to results: The National Executive Officer is a systems thinker who is customer focused and goal driven. This individual identifies relevant information and helps transform this information into individual and Association knowledge and learning. The National Executive Officer is action oriented and innovative. S/he translates broad goals into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player. **Business savvy:** As leader, this position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.

- Knowledge in the following areas is required: human resource services, finance and personnel; oral and written communications; planning and evaluation; and governance.
- Experience in resource mobilisation, in the field of philanthropy, not-for-profit management and governance, and community relations is required.
- A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.

Posting organization

Kenya Girl Guides Association

June 16, 2025

- The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Leading change: The National Executive Officer possesses the skills and implements the functions of a leader. S/he shares KGGA's values, mission and vision. S/he consistently displays integrity, models behaviour, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.

Contacts
Please submit a cover letter illustrating your suitability for the position together with a detailed CV to vacancies@kgga.co.ke by 30th June 2025. Indicate 'Position of National Executive Officer' in the Subject Line. **Late applications or hard copies will not be considered. Please note:** At no point in the entire recruitment process shall the candidate have to pay any money as a condition of engagement. Only shortlisted candidates will have their applications acknowledged.