



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

Description

National Executive Officer

The Kenya Girl Guides Association (KGGA) is a member organization of the World Association of Girl Guides and Girl Scouts (WAGGGS). KGGA is one of the largest girls and women Associations in Kenya. The Association operates through a value based program and has a national membership of girls and young women representing every race, ethnicity, culture, class and religion in Kenya. KGGA is

Key Objective The position of **National Executive Officer** who will be reporting to National Chairperson and National Board of the Association

Key tasks 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

Direct organization

Kenya Girl Guides Association
November 9, 2024

1. To advocate for Girl Guides; the “voice” for girls at the local, regional and national levels; understanding of critical issues affecting girls’ lives, and building for the future.
1. To market and grow membership and promote the Association
1. To lead and oversee the implementation of the Association’s long and short term goals in accordance with its strategy.
1. To ensure the Association is appropriately organized and staffed to enable it to achieve the approved strategy.
1. To ensure revenue is generated in line with the Association’s targets.
1. To ensure that all expenditures of the Association are within the authorized annual budget of the Association.
1. To assess the risks of the Association and to ensure that these risks are being monitored mitigated and managed.
1. To ensure effective internal controls and management information systems are in place
1. To ensure that the Association has appropriate systems to enable it to conduct its activities both legally and ethically.

1. To ensure that the Association maintains high standards of corporate citizenship and social responsibility.

1. To act as a liaison between management and the National Board; to communicate effectively with employees, Government authorities, the public and other stakeholders.

1. To keep abreast of all undertakings and activities of the Association and external factors affecting the Association and to ensure that the Association's leadership is informed.

1. To ensure that the National Board Members are properly informed and that sufficient information is provided to the Board to enable them form appropriate judgments and make decisions.

1. To ensure the integrity of all public disclosures by the Association.
2. In concert with the Chairperson, to develop Board agendas.
3. To request that special meetings of the National Board be called when appropriate.

1. In concert with the Chairperson, to determine the date, time and location of the annual meeting of National Council and to develop the agenda for the meeting.

1. To sit on committees of the National Board where appropriate as determined by the Board.

1. To abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Association's standards and policies, including its environmental, safety and health policies.

1. All other professional duties that may be assigned by the National Board from time to time.

Qualifications

A Bachelor's Degree is required with a minimum of 5 years experience in senior management and leadership in an organization. Master in Business Administration or other relevant postgraduate qualification. The National Executive Officer must demonstrate critical competencies in the following four broad categories: **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.
- Some experience in the field of philanthropy, not-for-profit management and governance, and community relations is preferred. Some general knowledge of fund development is also preferred.
- 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.
- 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 behavior, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions. **Motivation of teams:** The National Executive Officer manages continuity, change and transition. This individual knows how to influence and enable others. S/he addresses the impact of attitude and behavior on KGGA and its stakeholders. Excellent communication and public speaking skills.

How to Apply
Please submit a cover letter illustrating your suitability for the position together with a detailed CV to vacancies@kgga.co.ke by 30th November 2024. 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.