EXECUTIVE DIRECTOR - JOB REF: MN 8187

ABOUT THE GREEN BELT MOVEMENT

Founded by Professor Wangari Maathai in 1977 (the 2004 Nobel Peace Laurate), the Green Belt Movement has continued to work and champion for better environmental management and community development in Kenya and beyond. Their mission is to mobilize community consciousness, using tree planting as an entry point for self-determination, equity, improved livelihoods & security, and environmental conservation.

For over 44 years, the Green Belt Movement has been promoting a green renaissance’ and has empowered over 5000 local community networks to take charge of their lives, become responsible citizens, and protect their immediate environment. The result is a grass-roots organization that addresses complex and inter-connected challenges of poverty, environmental degradation, governance, and democracy.

Over time, Green Belt Movement has grown to an organization of international repute. They are an NGO based in Kenya with two divisions: Green Belt Movement (Kenya), which is the organization’s headquarters and Green Belt Movement International with offices in Europe and the USA. For more info, visit www.greenbeltmovement.org.

THE ROLE OF THE EXECUTIVE DIRECTOR

The Executive Director is the Chief Executive Officer of the Green Belt Movement. She/he is responsible for the overall leadership and management of the Green Belt Movement’s operational and administrative functions. Working under the guidance of the Board of Directors, the Executive Director defines the organization’s strategic vision and is accountable for its implementation and the results achieved.

The Executive Director maintains strong relationships with a diverse range of stakeholders that are important collaborators in the Green Belt Movement’s mission and activities.
The Executive Director has the responsibility and accountability to set the tone for the Green Belt Movement’s Secretariat’s internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of the Green Belt Movement in all contexts and is responsible for ensuring this culture prevails across the organization’s employees and contractors.

Below is the detailed job description with concise duties, responsibilities and requisite competence and skills.

**EXECUTIVE DIRECTOR JOB DESCRIPTION**

<table>
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<tr>
<th>Reports to:</th>
<th>Board of Directors</th>
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<tr>
<td>Duty Station:</td>
<td>Nairobi with travel for regional and international activities as necessary</td>
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<tr>
<td>Division:</td>
<td>Senior Management</td>
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| Directly heads the executive team of: | Deputy Executive Directors  
• Program Managers  
• Finance Manager  
• GIS- Specialist  
• M&E Officer  
• Communication and IT Officers  
• Human Resources Manager |
| Term of Contract: | The Executive Director position is for a 2-year renewable contract |

**DUTIES AND RESPONSIBILITIES**

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<tr>
<th>Executive Management Area</th>
<th>Responsibilities</th>
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| Strategic Leadership:     | **Strategy objective:**  
• To provide strategic leadership and guidance towards ensuring effectively and efficiently meeting Green Belt Movement’s objectives  
• Work with the Board to develop a strategic framework for delivering Green Belt Movement’s Mission |
Management:

### Overall Management Objective:
- Oversee the effective management of Green Belt Movement resources
- Coordinate the work of the Senior Management Team and ensure systems are in place to deliver key objectives
- Oversee operations of Green Belt Movement, implementation of plans and reporting to donors
- In consultation with staff and Board, formulates policies for guiding operations in Green Belt Movement and ensures their effective implementation

### Human Resources Objective:
- Effectively motivate and guide staff to ensure Green Belt Movement objectives are accomplished
- Set targets for the organization and motivate staff to achieve them
- Empower and nurture the Green Belt Movement team spirit
- Ensure a positive, performance-oriented culture within the organization
- Manage consultants

### Financial Objective:
- Ensure the financial health and integrity of the organization
• In conjunction with the Board, ensure that Green Belt Movement has adequate funds to meet its current and long-term mission
• In collaboration with the Finance Director, oversee the creation, implementation and monitoring of the annual plans, budgets and audits
• Ensure that the organization’s funds are accounted for and utilized cost effectively
• Ensure timely financial reporting and management, including to the Board

**Reporting Objective:**

• Ensure internal and external stakeholders are regularly and appropriately kept abreast of progress and issues in the organization
• Keep the Board regularly well informed regarding the running and management of short term and long-term Green Belt Movement activities as necessary
• Prepare a monthly status report of Green Belt Movement activities for the Board Chair
• Ensures that Green Belt Movement meets all statutory reporting and filing and is in compliance with legal and regulatory requirements related to its operations and management

**Programmatic Objective:**

• To ensure effective and efficient execution of all programs to achieve expected results and outcomes
• Provide overall supervision and guidance for all Green Belt Movement programs
• Provide backup support to staff to ensure effective implementation of programs at all levels
• Follow-up on issues and decisions to support effective program implementation at all levels

**Relational Objective:**
• Provide leadership and direction on partner and collaborative relationships
• Provide a key link between Green Belt Movement, Green Belt Movement International regional nodes, donors, stakeholders and the grassroots communities.
• Advocate/promote Green Belt Movement among relevant stakeholders related to their Mission
• Build collaborative relationships with strategic stakeholders, in government, NGOs, international agencies, bilateral agencies, foundations and ensure successful implementation of all programs

**Fundraising Objective:**
• Devise and execute a financial sustainability strategy that will ensure the organization is well-resourced over the short and long term
• Support fundraising with a wide range of domestic and international partners
• Ensure regular reporting and exchange of information with Green Belt Movement International nodes
• Encourage the transition of Green Belt Movement’s financial independence from current 100% donor funds to the preferred position of 50% self-sustainability and 50% donor funding
• Nurture and promote innovative initiatives within Green Belt Movement, including income generation activities (for example: Green Belt Safaris, carbon markets and Lang’ata Learning Centre)

**Representation Objective:**
• Represent Green Belt Movement in external forums to raise the profile of the organization and promote its mission
• Represent Green Belt Movement at national, regional and international meetings and conferences as needed
PERSON PROFILE

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<th>Qualifications:</th>
<th>Qualities required for the Executive Director Position:</th>
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| • **Education:** Master’s degree in management, community development or related fields  
  • **Experience:** at least 10 years of experience in senior management in Kenya or Africa.  
  • Past experience in environmental and governance issues are not strictly required but ability to quickly learn and become proficient in these issues (at both conceptual and practice levels) is a must  
  • **Age:** above 35 years of age  
  • Women are encouraged to apply | • **Visionary:** able to conceive and articulate a desirable future for the organization in light of its mission  
  • Demonstrated ability to manage an institution undergoing rapid growth and expansion  
  • Good understanding of the technical aspects of running a non-profit organization  
  • Decision making strengths/acumen including capacity for objectivity, fairness and independent judgment  
  • Strong interpersonal relations skills  
  • Conduct that will uphold and upgrade the reputation and image of Green Belt Movement  
  • Ability and ease in relating with grassroots community groups  
  • Conscientious, thorough, accurate and reliable  
  • Record of taking initiative and following through  
  • Good communication skills in a variety of formats (spoken, written, presentation)  
  • Fluency in English; Swahili proficiency |
• Good computer and communication technology skills

Remuneration:
• The remuneration for this position will be commensurate with qualifications and experience

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**PERFORMANCE STANDARDS**

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<tr>
<th>Performance Area</th>
<th>Key Performance Indicators (KPI)</th>
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<tr>
<td>Establishment of partnerships and support of the existing ones</td>
<td>• Retention of partners</td>
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<tr>
<td>Management of Green Belt Movement resources</td>
<td>• Efficient utilization of all Green Belt Movement resources</td>
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<tr>
<td></td>
<td>• Monthly management reports</td>
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<td></td>
<td>• Financial analysis (indices)</td>
</tr>
<tr>
<td>Achievement of Green Belt Movement Objectives</td>
<td>• Number of objectives achieved</td>
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<tr>
<td>Staff Motivation</td>
<td>• A well-motivated and productive staff</td>
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<td>Guidance of Green Belt Movement programmes</td>
<td>• Programs delivered within the indicated timelines</td>
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<td>Preparation of monthly reports</td>
<td>• Timely submission of reports</td>
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<td>Policies development and implementation</td>
<td>• Number of policies developed and implemented</td>
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<tr>
<td>Generation of 50% of the annual Green Belt Movement funds</td>
<td>• Amount of income generated</td>
</tr>
<tr>
<td>Financial Management</td>
<td>• Efficient utilization of Finances</td>
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<tr>
<td></td>
<td>• Accurate financial reports</td>
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<tr>
<td></td>
<td>• Periodic analysis of financial position</td>
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<tr>
<td><strong>Fundraising</strong></td>
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<td>---------------------------------</td>
<td>------------------------------------------------------------------</td>
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<tr>
<td>• Amount of funds received from</td>
<td>• Fundraising proposals developed and submitted</td>
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<tr>
<td>partners</td>
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**APPLICATION INSTRUCTIONS**

Qualified candidates are invited to submit a copy of an up-to-date CV and a cover letter to recruit@manpowerservicesgroup.com on/or before **18th March 2022**. Please ensure you indicate your current or past salary details in your application. Only shortlisted candidates will be contacted.