

## JOB DESCRIPTION

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#### Manager, Knowledge, Learning and Practice (KLP), Kenya Markets Trust (KMT)

##### Job Context

Title	Manager, KLP
Reports to	Portfolio Director and Technical Advisor
Based at	Nairobi

##### Overall Purpose

The KLP Manager is responsible for implementation KMT's strategy for developing a KLP function that includes building and managing regional learning networks, developing and offering training to other regional and local development organisations, producing and disseminating professional learning products and researching interesting and unique practice areas in order to publish white papers on emerging topic areas. The aim of the KLP strategy is to build KMT's brand as a highly-respected and highly-valued thought leader, acting as a knowledge and learning hub for the region.

##### Main Job Objectives

1. To lead in the process of building and managing KMT's KLP function.
2. Ensure compliance to KMT policies and procedures, ensure transparent and effective allocation of KMT resources, ensure effective coordination with Team and Regional Managers leading to the successful delivery of process/administrative requirements for each intervention (results chains; work plans, annual budgets; sub contracts and grants) and compliance to financial and administrative requirements.

##### Main Activities

Key Tasks	Performance Standards
<b>To achieve objective 1:</b>	
1. Develop and manage KLP's yearly strategy and budgeting process	KLP year strategy integrated into KMT's yearly business plan, including budget and activity plans.
2. Lead KLPs quarterly reporting and review processes to assess and adjust components of KLP's strategy	Effective review and assessment process that leads to increased performance
3. Be responsible for KLP performance including delivery on key performance indicators jointly with the MAP Technical Advisor and the Portfolio Director.	Effective implementation of KLP strategy including increased awareness of and revenue from KLP activities
4. Develop and manage KLP's learning networks that support growing KMT's brand as a thought leader in market systems thinking in the region	KMT widely recognized as a learning node, leading to KMT's brand as a thought leader in market systems approaches
5. Develop and manage KLP's training services including both direct training for other development organisations, as well as advice and materials for organisations to use internal training	KMT delivering training services to a growing clientele of NGOs and consulting firms on market systems approaches based on KMT case work. Increasing revenue from training services

**Main Activities**

**Key Tasks**

**Performance Standards**

6.	Develop and manage KLP's competency to conduct and prepare professional knowledge products, including effective mechanisms to disseminate the products	KMT knowledge products widely disseminated and highly regarded. KMT knowledge products based largely on KMT case work
7.	Proactively work with Team and Regional Managers to ensure KMT/MAP learning and achievements are fed into KLP processes.	KMT case work effectively integrated into KLP learning events, training services and learning products
8.	Conduct ad hoc research at the request of KMT/MAP market system teams and in close coordination with KRT team members.	High quality and practical research conducted in close coordination with Portfolio and KRT team members and published, for example, as white papers on each topic
<b>To achieve objective 2:</b>		
9.	To quality assure that knowledge, learning and decision-making processes are effectively integrated into annual work plans and supporting budgets for KLP.	Board approval Delivered on time and in budget
10.	To ensure required monthly financial reports and returns to the Finance and Administration Unit have been prepared and submitted by managers	Reports and returns completed on time and accepted by Finance and Administration Unit
11.	Ensure compliance to all KMT policies and procedures	Compliance audit successful
<b>To achieve objective 3:</b>		
12.	To participate in relevant results chains development and learning/adjusting processes	Add value to KMT learning
13.	Prepare quarterly reports to inform the portfolio review process	Reports submitted on time and accepted by senior management
14.	Proactively identify opportunities for business development	New opportunities identified
15.	To provide capacity building to regional junior managers and interns in knowledge/learning strategies/tactics, decision-making, facilitation, systems analysis, and knowledge management	Junior Managers and interns performing at a high level and improving performance over time

**Responsibilities and Relationships**

Staff: Junior Managers, young professionals, and interns (depending on size of system)
Internal relationships: Working in partnership with other Senior and Team Managers/systems teams, Results Managers, Communications Managers, and Finance Managers; accountable to the Director of Portfolio
External relationships: All system actors within selected systems, as well as relevant donor programmes
Annual budget: To be agreed

**Standards of Performance and Behaviour**

1. Honesty, integrity and transparency in dealings with staff, stakeholders and clients
2. Commitment to the aims, ethics and moral code of KMT, ASI and DFID

3. Attention to detail as well as to the big picture
4. Professional conduct in all operational matters, with an appropriate balance between the needs of staff, stakeholders and clients

**PERSON SPECIFICATION**

**KLP Manager, Kenya Markets Trust (KMT)**

**Education/qualifications:**

**Essential -**

- Educated to degree level or equivalent in a relevant discipline such as Economics, Agribusiness, Development Studies, Business Management, Finance and Accounting, Knowledge Management

**Desirable -**

- Post graduate qualification in a relevant discipline

**Experience:**

**Essential -**

- At least 2 years experience working in a private sector development programme, preferably with a specific focus on market development, business development services, or value chain improvement
- Experience of stakeholder engagement; developing partnerships and managing relationships with donors, NGOs, private system consultancies and government
- Financial management and reporting
- Designing/executing learning and development events

**Skills:**

**Essential -**

- Excellent written and spoken English
- Analytical and writing skills
- Communication and interpersonal skills
- Ability to facilitate stakeholder workshops
- Transfer of knowledge and developing (coaching) staff
- Staff recruitment and induction
- Use of MS Word, Excel, PowerPoint and Outlook
- Demonstrated ability to manage and prioritise a variety of complex tasks simultaneously

**Desirable -**

- Prior knowledge and exposure to the making markets work for the poor (M4P) approach, or value chain analysis
- Training experience and skills, specifically familiarity with adult training methodologies
- Making presentations to small and large groups
- Experience using social media as a training and learning tool

**Personal Qualities:**

**Essential -**

- Honesty, integrity and a set of values that encourages productive work in others
- Willingness to travel extensively in Kenya and beyond and to work long hours if required
- Ability to engage with a diversity of audiences both within target communities and beneficiaries, but also among donors and senior government decision makers