



Job Title: Program Manager

Location: Nairobi

Reports To: Chief Executive Officer

Duration: 1-year renewable contract

Application Deadline: 3rd September 2025.

Organizational Background:

The National Taxpayers Association (NTA) is a non-partisan, non-profit organization dedicated to promoting citizen empowerment, public accountability, and effective service delivery through advocacy, research, and civic engagement. NTA works to strengthen social accountability and economic justice by ensuring public resources are managed transparently and used to improve the lives of all Kenyans.

Role Purpose:

The Program Manager is a senior leadership position responsible for the strategic oversight, coordination, and quality assurance of all NTA programs. The role provides visionary leadership to ensure alignment of programmatic work with NTA's mission, strategic goals, and evolving national and global governance contexts. The Program Manager will play a key role in fundraising, donor relations, staff management, and cross-program integration.

Key Responsibilities:

Strategic Leadership and Program Management

- Provide overall leadership in the design, implementation, and evaluation of all NTA programs.
- Ensure all programs are aligned with NTA's strategic plan and respond to the political, social, and economic landscape.
- Supervise and support program officers to ensure high-quality, results-driven program delivery.
- Lead cross-thematic collaboration across programs such as Economic Justice, Social Accountability, Tax Justice, and Public Finance.

Program Quality and Learning

- Oversee the development and application of robust monitoring, evaluation, and learning (MEL) systems.
- Promote a culture of evidence-based programming, adaptive learning, and innovation across teams.
- Ensure the documentation and dissemination of key learnings, success stories, and programmatic insights.

Resource Mobilization and Donor Engagement

- Lead the development of funding proposals and strategic partnerships in line with NTA's program priorities.
- Cultivate and maintain strong relationships with donors, partners, and stakeholders.
- Ensure compliance with donor requirements, including quality and timely reporting and communications.

Team Leadership and Capacity Building

- Provide strategic oversight and mentorship to program staff to enhance team performance and professional development.
- Foster a collaborative, inclusive, and accountable organizational culture.
- Participate in senior management decision-making, contributing to institutional development and strategic planning.

Advocacy, Representation, and Partnerships

- Represent NTA in high-level policy dialogues, coalitions, networks, and public forums.
- Strengthen NTA's visibility and influence in national, regional, and global governance and accountability spaces.
- Build and sustain strategic alliances with civil society organizations, media, academia, and government institutions.

Qualifications and Experience:

- Master's degree in Public Policy, Development Studies, Political Science, Economics, or a related field.
- At least 8 years of progressive experience in program management, with at least 3 years in a senior leadership role.
- Demonstrated experience in governance, public finance, social accountability, or economic justice programming.
- Proven track record in resource mobilization, including donor relations and proposal development.
- Strong knowledge of Kenya's governance context, devolution, tax and budget systems, and civil society landscape.
- Excellent strategic thinking, analytical, leadership, and team management skills.
- Experience in managing multi-donor, multi-year, and multi-county programs.
- Excellent communication and representation skills, with the ability to engage diverse stakeholders effectively.
- Strong commitment to transparency, inclusion, gender equality, and social justice.

Method of Application

Please email CV, motivation letter, and references as well as your salary expectation to hr@nta.or.ke, by close of business on **3rd September 2025**.

Please indicate the position applying for in the email subject.

The NTA is an equal opportunity employer.