



DECLARATION OF VACANCY

African Institute for Capacity Development invites application from suitably qualified persons to be considered for the appointment to the following position in its country office based in Egerton University. Only full time members of staff from Egerton University are eligible for this position

KENYA COUNTRY DIRECTOR – ONE (1) POST

For appointment to this position, a candidate must have:

- i. A PhD in Natural Resources Sciences or Social Sciences or any other relevant discipline from a recognized institution;
- ii. A Master's degree in Natural Resources Sciences or Social Sciences or any other relevant discipline from a recognized institution;
- iii. Bachelor's degree in a Natural Resources Sciences or Social Sciences or equivalent qualification from a recognized institution;

Professional Experience

- i. At least ten **(10) years of relevant experience**, with five **(5) years in a senior leadership or management role** in a regional, academic, research or development institution.
- ii. Demonstrated experience in project management, stakeholder engagement, networking and resource mobilization
- iii. Have a strong portfolio in raising funds through research grants and collaborations;
- iv. Must have developed at least three (3) large donor funded proposals that have been funded where he/she was the Principal Coordinator (PI) or a Co-Principal;
- v. Professional qualification and membership in good standing, where applicable;
- iv. Must have published a minimum of ten (10) peer reviewed publications in ISI – indexed journals or book chapters of international standards, five (5) of which as the first author;
- v. Demonstrated good results in work performance;
- vi. Leadership courses not lasting not less than four (4) weeks will be an added advantage;

Core Competencies and Skills

- i. Ability to work in a multi-cultural and multi-ethnic environment with respect for diversity, equity and inclusivity.
- ii. Be a visionary, strategic, innovative and results-oriented leader;
- iii. Excellent organizational, inter-personal and effective communication skills, as well as logical and sound decision-making ability;
- iv. Be a firm, fair, consultative and transparent leader;
- v. Skilled in communication, negotiation and collaboration with internal and external stakeholders;

- vi. Demonstrate knowledge about and proficiency in using modern technology
- vii. Strong analytical and numerical skills;
- viii. Ability to work under pressure, prioritize and multi task;
- ix. Strong managerial skills and ability to lead teams.
- x. High integrity, accountability, and commitment to institutional values

Duties and responsibilities

- i. Head the Kenya Country Office (KCO)
- ii. Reporting to the AICAD Executive Director.
- iii. Provide strategic advice to the Executive Director on all matters relating to the Country Office
- iv. Oversee the monitoring and evaluation of programmes in the CO by ensuring compliance with operational work plans that have been approved by the secretariat.
- v. Oversee implementation of the medium-term to long-term strategic objectives of the CO.
- vi. Review periodic programme reports prepared by programme staff and report all significant matters to the secretariat.
- vii. Review and approve CO annual work plans and budgets before forwarding to the Executive Director.
- viii. Prepare quarterly and annual reports on programme, financial and administrative activities taking place at the CO.
- ix. Ensure efficient utilization of financial resources allocated to CO.
- x. Develop contacts and close working relationships with external stakeholders in the respective countries.
- xi. Develop resource mobilisation strategies and proactively mobilize resources from donors and governments
- xii. Closely liaise with the secretariat to ensure CO activities are consistent with overall institutional strategies and objectives
- xiii. Responsible for appraisal of staff at CO.
- xiv. Any other duties as assigned by the Executive Director.

Term of Services

Recruited for 5 years' fixed term.

Allowance

This position attracts a monthly allowance as determined by the Governing Board.

MODE OF APPLICATION

1. Candidates should submit a manual (hard copy) applications to the country office based at Egerton University, the Republic of Kenya.
2. A soft copy should be sent to ed@aicad.or.ke
3. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
4. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, publications, awards, scholarships, funding, membership of professional association, linkages and community service, email address and telephone contacts;

5. Applications should be submitted in a sealed envelope clearly marked:

“Application for AICAD Country Director”; and delivered to :

**AICAD Kenya Country Office
Utafiti Building, 3rd floor at Egerton University
Njoro, Nakuru County**

All applications should reach the office on **or before 30th October, 2026 latest by 5.00 p.m** (East African Time).

Only successful candidates will be notified. *AICAD is an equal opportunity employer.*