



CHOMBO CHA UPENDO

Teule Kenya is a registered Christian Non-government Organization (NGO) that was established to rescue orphaned and vulnerable children, empower and later reintegrate them back into communities and stable families. Teule does this by operating a children's home, a private school and a home/community -based program. Our four core activities are; providing holistic child care, quality education, family empowerment and spiritual discipleship. We strive to raise a generation of leaders who will serve their communities and the world.

Vision: Our vision is to see vulnerable children transformed, living in Christ-centered families.

Mission: Our mission is to demonstrate the love of Jesus Christ through rescue, empowerment and reintegration of vulnerable children into communities and stable families.

We invite applications from suitable candidates for the position of **Center Manager**

Duties and Responsibilities

Executive leadership and Organization Management

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Present strategic options and plans for organization impact and gain Board approvals as needed to carry the work of the mission of the organization
- Head of the Management Committee and a link between the staff and the Board of Directors.
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders.
- Oversee the day-to-day operations of the organization including suppliers, safety and emergency plans, and ensure its successful long-term operations
- Organize, motivate, and mentor internal departmental leaders to strategically grow the organization's impact, programs, and fundraising, and effectively fulfill its important mission.
- Continue fostering a culture that encourages collaboration between departments and recognizes the positive contribution
- Ensure staff are well managed and motivated, overseeing processes such as hiring, separations, ongoing staff development, performance management, and compensation and benefits
- Ensure effective running and management of the organization's sustainability projects and School [Teule Leadership Academy]
- Inspire a business-oriented, professional, result-driven environment across the organization

Board Governance

- Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times.
- Communicate effectively with the Board by providing members at all times with the information necessary to continually function properly and make informed decisions in a timely and accurate manner.

- Attend all Board meetings and provide reports and updates on staff as well as finance, projects, timelines and organization progress.
- Implement decisions and changes suggested by the board among management and staff members and build support for Board decisions among staff

Resource Mobilization, Communication and Partnership

- Drive development, partnership, and resource mobilization in collaboration with Resource Mobilization team, management, and the relevant Board Committees
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- Initiate, cultivate, and extend relationships with the organization's portfolio of individuals, foundations, partners, and corporate supporters.
- Ensure the required grant writing and proposals, fundraising calendar activities, website updates, and timely social media postings take place.
- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings.
- Present and promote the organization and its missions, programs, partners, and members in a consistently positive manner.
- Ensure high visibility to prospects and the public and build trust in already engaged partners

Financial Management and Administration

- Provide strategic leadership and hands-on management, for all of the administrative and operational functions of the organization in accordance with the mission, objective, and policies
- Prudently direct resources and manage all financials within budget guidelines and according to current laws, procedures and regulations
- Assume responsibility for the fiscal integrity of the organization
- Monitor board approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning of the organization
- Build and administer the annual budget with senior management and the Board
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position
- Oversee the finance relating to budgeting and expenditure of the fixed costs of the center
- Coordinate bank-related instructions including user additions and deletion as well as supervise bank account activities including negotiations of fees, interests, and currency exchange rates
- Ensure the timely preparations, review, and approval of all monthly bank reconciliations
- In compliance with the policy, ensure the established procedures regarding cash holding limits, cash movements and foreign currency holding are adhered to.
- Ensure that departments comply with all policies and procedures relating to finance
- Oversee the preparations for external annual audits for the NGO Board and KRA annual returns
- Ensure external annual audit reports are prepared in accordance with International Finance Reporting Standards(IFRS)
- Ensure proper maintenance of the organization's premises, and assets with proper record keeping and certification of all maintenance activities.

Programs

- Ensure continued compliance and registration of the organization as a Charitable Children Institution of Kenya
- Management of children's committal process with the local law courts in conjunction with the directorate of children services.
- Ensure continued compliance with all Kenya laws as governing CCI's as guided by local courts, directorate of children services and the National Council for Children Services
- Supervision and management of the conduct of the children, staff, volunteers, interns and guests within children protection protocol

- Ensure case management for all beneficiaries is done in accordance with the organization policies and the directorate of children services guidelines.
- Participate in advocating for the rights of the children
- Ensure timely pre-assessment, home, school and post reintegration visits and that the required case management documents are collected, prepared, updated and kept in each child's file
- Ensure monthly population/ beneficiaries returns are submitted to the directorate of children services in a timely manner.
- Ensure Counselling services, staff and children Spiritual Discipleship takes place.

Any other duties assigned from time to time

The minimum requirements are:

1. Passionate about serving orphans and vulnerable children.
2. Must be a Born-again Christian. To provide a Priest/ pastor's recommendation letter dated three months or less.
3. Bachelor's degree in Project Management, Business Administration, Social Work, Community Development or any other related field.
4. A minimum of 5 years' experience in a senior management role preferably in a NGO field/ context with some experience in the child sector.
5. Strong background in fundraising and business development
6. Familiarity with diverse business functions such as Finance, Human Resources, and Resource mobilization
7. Ability to act with integrity, professionalism, and confidentiality.
8. Excellent written, oral and public speaking skills
9. Excellent interpersonal, negotiation, organizational, and conflict-resolution skills.
10. Ability to multitask and prioritize urgent tasks
11. Visionary leadership skills i.e. Ability to lead and motivate colleagues and volunteers.
12. Possess a Valid good conduct.
13. Willing and committed to work on weekends.
14. Can work well under pressure and with minimal supervision

Send applications to **info@teulekenya.org cc: programs@teulekenya.org** or hand deliver to **Teule Kenya Chombo cha Upendo home. Indicate the position applied for and address to;**

**THE INTERIM CENTER MANAGER,
TEULE KENYA CHOMBO CHA UPENDO HOME
P.O BOX 184-00209
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Your application should be received on or before **25th March 2025**

Only shortlisted candidates will be contacted. In case of further inquiries call 0721582323