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VACANCY ANNOUNCEMENT

Position Details

Job Title : Head of Programmes
Reporting To : Chief Executive Officer
Direct Reports : Heads of Thematic Units

About IPF

IPF is an independent, nonprofit think tank based in Nairobi, Kenya. We stand at the forefront of strengthening public finance management systems by generating credible evidence and providing technical support to state and non-state actors at both the national and county levels. With over a decade of experience, IPF remains committed to promoting efficient and effective public finance management underpinned by transparency, accountability, and participation for enhanced service delivery across Kenya and beyond.

The Opportunity

IPF is seeking an experienced and strategic programme leader to provide overall direction to its policy, research, advocacy, and programme work. This role offers an opportunity to shape thought leadership, strengthen programme quality, and contribute to public finance reforms in Kenya and beyond.

Role Summary

The Head of Programmes (HoP) provides strategic leadership, oversight, and quality assurance for the Institute of Public Finance's policy, research, advocacy, and programme portfolio. Across IPF's 4 pillars (Economic, Health Financing, Gender Equity & Inclusion, and Climate Finance), the HoP will lead the development of IPF's research and policy agenda, guide programme design and delivery, build strategic partnerships, mobilize resources, and ensure that programme interventions contribute to equitable, transparent, accountable, and sustainable public finance systems.

The HoP will serve as a key member of the Senior Leadership Team and provide strategic reports to the CEO and Board on programme performance, emerging policy issues, institutional growth opportunities, and organizational strategy.

Key Responsibilities

(i) Research, Evidence Generation and Knowledge Leadership

- Lead the development and implementation of IPF's research agenda, in collaboration with research unit heads.
- Oversee the design, execution, and quality assurance of research, policy analysis, and evidence-generation initiatives.

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- Review and approve major research outputs, policy briefs, discussion papers, and knowledge products.
 - Ensure adherence to research quality standards, ethics, and data governance practices.
 - Promote interdisciplinary research and learning across units.
 - Strengthen IPF's thought leadership through publication and dissemination of high-quality evidence.
 - Establish and sustain strategic partnerships with institutions of higher learning, think tanks, and research institutions.
- (ii) Programme Management, Quality Assurance and Learning**
- Oversee implementation of all programmes and projects across the four units.
 - Ensure programmes are delivered within approved budgets, timelines, and donor requirements.
 - Approve programme workplans, budgets, reports, and technical deliverables.
 - Monitor programme performance, results, and institutional impact.
 - Ensure effective monitoring, evaluation, accountability, and learning systems are embedded across programmes.
 - Lead programme risk management and mitigation planning.
 - Ensure compliance with institutional policies, donor regulations, and contractual obligations.
- (iii) Policy Engagement, Advocacy and Strategic Partnerships**
- Represent IPF in high-level policy dialogues, technical working groups, and stakeholder forums.
 - Strengthen engagement with Parliament, National Treasury, County Governments, oversight institutions, development partners, academia, and civil society organizations.
 - Guide the development and implementation of evidence-based advocacy strategies and campaigns.
 - Build and maintain strategic partnerships that advance IPF's mission and programme objectives.
 - Enhance IPF's visibility, credibility, and influence at national, regional, and international levels.
- (iv) Resource Mobilization and Institutional Growth**
- Lead development and implementation of fundraising and resource mobilization strategies.
 - Identify and pursue strategic funding opportunities aligned with IPF priorities.
 - Lead the development of high-quality concept notes, proposals, and partnership submissions.
 - Cultivate and maintain relationships with donors, foundations, development agencies, and strategic partners.
 - Negotiate and manage strategic programme partnerships and collaborations.
 - Support diversification of institutional funding sources and long-term sustainability.
 - Contribute to institutional growth and expansion initiatives.

(v) Strategic Leadership and Programme Direction

- Lead the development and implementation of IPF's programme strategy and annual operational plans.
- Provide strategic leadership and oversight of the thematic areas, ensuring programme coherence, quality, and impact.
- Identify emerging policy, governance, economic, social, and development trends and position the Institute to respond through organizational learning and innovative, evidence-based programming.
- Promote collaboration, integration, and knowledge sharing across programme units and institutional functions through effective leadership, mentorship, performance management, and professional development.
- Contribute as a member of the Senior Leadership Team to organizational strategy, governance, institutional performance, and decision-making.
- Provide strategic reporting to the Chief Executive Officer and the Board on programme performance, institutional priorities, emerging risks, and growth opportunities.

Qualifications and Experience

- Master's degree in economics, Public Policy, Public Finance, Development Studies, Statistics, Political Economy, Governance, Social Policy, Climate Policy, Gender Studies, or a related field. PhD will be an added advantage.
- Minimum 10 years of progressively responsible experience in research, public policy, governance, public finance, development programming, or related fields.
- At least 5 years in a management position.
- Demonstrated experience leading multidisciplinary teams.
- Proven experience in research leadership and policy influence.
- Strong experience in programme management and donor-funded projects.
- Demonstrated success in fundraising and resource mobilization.
- Experience engaging high-level government, parliamentary, donor, and civil society stakeholders.

Application Process

Send a cover letter and curriculum vitae **ONLY** to: recruitment@ipfglobal.or.ke, indicating the vacancy applied for on the subject line of your email.

Applications will be reviewed on a rolling basis until **21st July 2026**.

IPF celebrates and embraces diversity. We are committed to the principle of equal employment opportunity and encourage all qualified candidates to apply.