



## Diaspora Investments Limited

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### **RE: VACANCY ANNOUNCEMENTS @ DICL**

Due to growth of opportunities and expansion of demands and responsibilities, the Diaspora Investment Club (DICL<sup>1</sup>) is in the process of recruiting eligible staff for the positions below.

#### **MANAGING DIRECTOR/CEO**

Reporting to the Board of Directors through the Chairperson, the Managing Director (MD/CEO) will have overall strategic and operational responsibility for DICL's staff, programs, expansion, and execution of its mission. S/he will provide strategic leadership and direction to the company in close liaison with the Board, ensure and deepen shareholder value, and develop deep knowledge of prospects and challenges to Diaspora investors, customers, partners and other stakeholders. The CEO shall spearhead and oversee the evolution and day-to-day execution of DICL's core programs, operations, and business plans.

#### **Responsibilities**

##### **Leadership & Strategic Management:**

- Oversee and drive evolution, execution, and monitoring of DICL's policies, strategies, business plans (including tactical and action plans), manuals, procedures, and periodic as well as on-demand performance and budget reports
- Ensure shareholder value and sustainable profitability through prudent management, good governance, customer care, investor empowerment, capacity development, and team building of the Board, Staff and other key stakeholders
- Implement decisions of the Board and undertake and/or oversee the execution of any delegated functions of the Board whether procedural, financial, logistical, etc, as the Board may determine from time to time
- Ensure timely provision of accurate, clear information and documentation the Board may require for effective decision-making, and that all material matters affecting DICL are promptly and prudently brought to the Board's attention
- Establish a close, effective relationship with the Board and Chairperson, and maintain interaction with the Board to identify and capture new business opportunities

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<sup>1</sup> DICL is an Initiative of the Kenya Diaspora Alliance ([www.kenyadiasporaalliance.org](http://www.kenyadiasporaalliance.org)), the Federation of over 30 of some of the major Diaspora Organizations with a combined nominal membership of about 250,000 Kenyans across the globe. DICL is KDA's business and investment arm.

- Supervise coordination and implementation of programs and activities across the different departments and divisions of the firm for maximum effectiveness and cost-efficiency
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance oversight and administration, good governance, resource mobilization, communications; and recommend timelines and resources needed to achieve the firm's strategic goals
- Actively engage and energize DICL's shareholders, staff, volunteers, board members, event committees, alumni, affiliates, and partner organizations
- Maintain and support a strong Board of Directors in conjunction with the Founding Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national, regional and/or global rollout
- Lead, coach, develop, and retain DICL's high-performance senior management team; ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, shareholders, affiliates, and other constituents
- Provide strategic advice, professional guidance and periodic and occasional briefing to the Board and Senior Management to keep them aware of developments within the industry and to ensure that the appropriate policies are developed to meet the Company's mission and objectives and to comply with all relevant statutory and other regulations
- Ensure the Management Team works in a self confident, trusting environment; sharing information; utilising individual's skills and removing obstacles to team performance.

#### **Financial, Tax, Risk and Facilities Management:**

- Prepare, gain Board's acceptance and approval, and monitor the implementation of the annual budget to ensure that budget targets are met, that revenue flows are maximised and that fixed costs are minimised
- Monitor and oversee financial and operational performance and ensure all reporting is in accordance with Board and statutory requirements
- Manage the firm's resources efficiently and effectively and in accordance with the strategic plan, annual budget, laws and regulations
- Oversee the preparation of the Annual Report and Accounts of the Company and procure their approval by the Board
- Expand revenue generating and resource mobilization activities to support existing program operations and regional/global expansion while simultaneously retiring building debt
- Implement a strategic, comprehensive and systematic risk management process throughout the organisation.

#### **Administration & Human Resource Management:**

- Source, attract, interview, select, recruit and retain people with the skills, competencies, attributes, qualities and characteristics to meet existing and future organisational

requirements as staff of the firm, upto the grade the Board may determine from time to time

- Ensure the effective management of the organisation's staff as per the authorised personnel policies and procedures that fully conform to applicable laws and regulations, encourage co-operation and collaboration, and sustain a work environment that develops individuals' capabilities and encourages them to achieve optimum, sustainable performance, personal and professional growth, and foster open communication
- Oversee and/or delegate as appropriate any administrative and logistical functions to ensure smooth operation of the firm, including travels, allowances, accommodation, conferences/events, insurance, legal services, accounting, tax, security, assets, risk, etc
- Develop and direct the implementation of policies and procedures to ensure that the Company complies with all health and safety and other statutory regulations.

### **Communications, Linkages & Service Delivery:**

- Establish and maintain effective formal and informal links with major shareholders, customers, relevant government departments and agencies, local authorities, key decision-makers and other stakeholders generally, to exchange information and views and to ensure that the company is providing the appropriate range and quality of services.
- Develop and maintain an effective marketing and public relations strategy to promote the products, services and image of the firm across the wider community.
- Act as the interface between the Board and the staff, and between the firm and the market place and larger community
- Represent the company in negotiations with customers, suppliers, government departments and other key contacts to secure the most effective contract terms
- Develop and maintain Total Quality Management systems throughout the company to ensure that the best possible products and services are provided to customers and shareholders
- Develop, promote and direct the implementation of equal opportunities policies in all aspects of the company's work
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Ensure the company and its mission, programmes, products and services are consistently presented in a strong, positive image to all stakeholders
- Use external presence and relationships to garner new opportunities
- Ensure the corporate brand and reputation of DICL are continuously enhanced.

### **Research, Innovation, Planning & New Business:**

- Design the national, regional and global expansion and execute the strategic business planning process for program expansion into new markets
- Build partnerships in new markets, establishing relationships with shareholders, investors, affiliates and political, business and community leaders at each expansion site
- Be an external local, national and global presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for global, regional and national replication

- Be the Official Spokesperson of the organization, where necessary, sharing this role with the Board Chairperson and a designated Communications Manager/Director among senior staff
- Perform any other function not in contradiction with established rules and/or otherwise provided for, delegated or mandated by the Board, in fulfillment of the firms vision, mission and strategic goals
- Encourage innovation and compliance, and imbue a culture that is aligned with the Board-approved corporate strategy, mission, values, objectives, policies and procedures
- Develop and maintain research and development programmes to ensure that the company remains at the forefront in the sector, applies the most cost-effective methods and approaches, provides leading-edge products and services and retains its competitive edge.

## **Qualifications**

The MD/CEO should be passionately committed to DICL's vision and mission. He/She should have proven leadership, strategic planning, coaching, and relationship management experience, and concrete demonstrable experience and other qualifications which include:

- A proven record of success and demonstrated leadership in senior level general or commercial management, preferably in a related sector, and past success working with a Board of Directors with the ability to cultivate and deepen board member relationships
- Graduate level intellect preferably advanced degree in a management discipline or a professional qualification, especially an MBA, Communications and/or Human Resource Major, with at least 8 years experience of senior management of people and resources; full grasp or appreciation of Diaspora affairs; entrepreneurship and investment; track record of effectively leading and regionally, globally and/or nationally scaling a performance - and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- An understanding of financial management and wider management principles and techniques and a very high level of commercial awareness
- Unwavering commitment to quality programs, data-driven and evidence-based evaluation
- Excellence in organizational management, analytical and problem-solving skills, with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and cost-efficiently manage budget
- Strong marketing, public relations, and resource mobilization experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal and multi-disciplinary and multi-cultural skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Political and presentational skills with an appreciation of the demands of conflicting interests and of meeting statutory requirements.
- Passion, idealism, integrity, humility, tolerance, positive attitude, consistency, team-inclined, mission-driven, deadline conscious, and self-directed

- Willingness to undertake professional vetting and background check as may be deemed necessary by the Board.

### **Consideration/Terms & Conditions**

A commensurate compensation shall be paid to eligible and qualified, successful applicant.

*Preference shall be given, however, to candidates who can leverage DICL's vast resources, networks, potential and programs to generate their own income, on terms that shall be agreed with the Board.*

## **SHORT-TERM INTERN (3-6 MONTHS)**

Due to increased demand on personnel, DICL wishes to procure the services of an Intern with immediate effect for 3-6 months. The main responsibility of the Intern will be to serve as a link between the Secretariat and the Key Stakeholders, including Directors, Staff, Volunteers, Shareholders, KDA Officials, and the Diaspora Community, generally.

Reporting to the Ag. CEO, the Intern's specific responsibilities shall be:-

### **Responsibilities**

- Evolve, maintain, execute and track an Action Plan/s for the Secretariat in liaison with the Ag. CEO, in line with Board resolutions and any operational instructions
- Receive and execute instructions from the Directors through the Ag. CEO, and occasionally directly from the Board Chairperson
- Under the direction of the Ag. CEO, receive and respond to email, phone and face to face enquiries regarding products and services offered by DICL
- Man on a day-to-day basis the DICL Secretariat
- Undertake any necessary errands and clerical duties that may be assigned, and take, collate and circulate minutes of all appropriate meetings and teleconferences
- Regularly update and monitor performance of the DICL website/s as per the "Web Management Strategy"
- Keep proper and acceptable records of any expenditures of the company, including bank reconciliations, deposits/withdrawals, petty cashes, etc, as per DICL's Financial Manual
- Give regular updates to the Board on the status of activities of the firm through the Ag. CEO, or escalate to the Board Chairperson when necessary
- Receive and attend to business and professional visitors to the Secretariat, and whenever necessary, escalate to the Ag. CEO and/or Directors
- Actively engage in development and promotion of activities in line with his/her domain knowledge, e.g. Diaspora Youth Council, youth empowerment, entrepreneurship and jobs, etc
- Undertake or explore a program of interest in relation to "Diaspora Investments" and/or any of the lines of business DICL is engaged in
- Receive, manage and dispense as necessary petty cash, ensuring prudent use and timely reporting
- Send out to concerned stakeholders alerts and triggers for any timed pending actions, with the knowledge of the Ag CEO
- Assist the Ag. CEO and Board to meet any necessary statutory or contractual obligations in a manner commensurate with the placement
- Prepare an "Exit Interview" Report at the end of tenure

- Undertake any other administrative, logistical or clerical duties that the Ag. CEO or Board Chairperson may assign from time to time in line with the firm's vision, mission and strategic goals.

A token consideration shall be paid monthly to the successful candidate, at least enough to cater for fare, pocket money and any other authorized reimbursable overheads.

### **Eligibility & Qualifications**

- A fresh university graduate (within the past 5 years) in any of the following fields:- international relations, diplomacy, communications, marketing, management, business administration, political science, finance/economics, sociology, law, ICT or education
- Graduates of other professions with exemplary PR and communication skills shall also be considered
- Familiarity with Diaspora affairs, entrepreneurship, and/or investment will be an added advantage
- Ability to work under pressure and be self-driven
- Preference shall be given to Diaspora, children of Diaspora and returnees.

### **How to Apply**

Interested, eligible candidates should write to [info@diasporainvestmentclub.com](mailto:info@diasporainvestmentclub.com), Attn: Mr Dave Ndolo, Director/Secretary, so as to be received latest by **3<sup>rd</sup> July, 2015**, clearly indicating which position they are applying for. One cannot apply for both positions.

Any canvassing will lead to automatic disqualification. DICL is a corruption-free and equal opportunity company; female and young candidates are especially encouraged to apply.

Those who do not hear from us by 3<sup>rd</sup> August, 2015, should assume their applications were not successful.

Yours Sincerely,

*Shem Ochuodho*

**Dr Shem J. Ochuodho**  
**Trustee/Ag. Chairperson**  
**DICL-Nairobi Caucus Board**  
**URL: [www.diasporainvestmentclub.com](http://www.diasporainvestmentclub.com)**