

**Hivos** is a Dutch non-governmental organisation inspired by humanist values. Together with local organisations in developing countries, Hivos seeks to contribute to a free, fair and sustainable world. A world in which citizens - women and men - have equal access to the opportunities and resources and can determine their own future. For more information see [www.hivos.nl](http://www.hivos.nl).

ATTI, the African Technology and Transparency Initiative is a joint initiative of the Omidyar Network ([www.omidyar.com](http://www.omidyar.com)) and Hivos. As a Pan-African Regional Mechanism it will provide financial support for organizations working at the interchange of technology, citizen's engagement and government transparency. ATTI will empower citizens to hold their leaders accountable by providing access to credible information and creating platforms for civic action.

The Hivos Kenya office based in Nairobi has a job opening for a

## **Fund manager for the African Technology and Transparency initiative (ATTI)**

As per direct Hivos is looking for an inspiring Fund Manager who is responsible for the successful set up and running of the ATTI . A challenging position for a hands-on manager with experience and interest in ICT and transparency in the Africa context.

### **The Fund manager:**

- identifies and assesses interesting African initiatives in the field of ICT and Transparency as potential grantees of ATTI;
- recommends for approval the most promising initiatives to the Investment Committee;
- is responsible for the office set up, the ICT infrastructure and physical space;
- develops and setup of the administrative, accounting and auditing procedures of the Fund;
- oversees the set up and implementation of the grant management procedures including monitoring and evaluation of the impact and outcome of the funding;
- ensures high quality and timely reporting to Hivos and Investment Committee
- based on experiences in the initial years of the fund develops a sound strategic long term plan;
- builds and strengthens networks and partnerships relevant and/or strategic to the ATTI;
- represents ATTI in external meetings, conferences and media interviews;
- actively promotes and brand the initiative wherever appropriate and possible;

The fund Manager reports to the Investment Committee and to the Head of Culture, ICT & Media Bureau at Hivos Head Office.

### **Required skills:**

- a relevant master's degree;
- extensive (5- 7 years) experience in ICT, media and civil society in the African context
- innovative attitude with the ability to initiate and develop new initiatives;
- is culturally sensitive and has the capacity to motivate and get the best out of others.
- has also a proven track record in project management and is financially literate;
- is self motivated and can work simultaneous on a multitude of tasks in an organized and structured manner;
- Strong communication skills, as well as an excellent command of oral and written English and French.

### **We offer:**

An initial one year contract will be offered to the successful candidate with competitive remuneration. For more information contact Mrs. Will Janssen Regional Representative Hivos local office Kenya [info@hivos.or.ke](mailto:info@hivos.or.ke) or Mr. Loe Schout, head of bureau Culture ICT & Media (Hivos Head Office, the Netherlands) at [cim@hivos.nl](mailto:cim@hivos.nl)

Applicants should send a CV and a cover letter explaining why they want this job to: Hivos LO Kenya, by e-mail to [info@hivos.or.ke](mailto:info@hivos.or.ke) with reference code: 'vac fund manager ATTI', **before August 20**. Only successful candidates will be contacted.

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