

VACANCY

REF. HR/FIYMA/001/2025

**FINANCIAL INCLUSION FOR YOUTH AND MSMEs IN AGRICULTURE (FIYMA)
PROGRAMME
PROGRAMME DIRECTOR
(1 POST)**

ABOUT MESPT

Micro Enterprise Support Programme Trust (MESPT) is a development organisation established in 2002. MESPT works to improve the productivity and incomes of smallholder farmers and agricultural Micro Small and Medium Enterprises (MSMEs), with a strong focus on creating jobs for young men and women. Over the past 23 years, the Trust has supported the growth of Kenya's agricultural and financial services sectors, and for more than 15 years, the green growth sector. Its work includes strengthening business development capabilities, improving access to markets and access to finance, promoting sustainable farming practices, facilitating value chain development and building strong farmer organisations to enhance competitiveness and long-term growth.

For further information kindly visit our website www.mespt.org

PROGRAMME

The Financial Inclusion for Youth and MSMEs in Agriculture (FIYMA) programme is a five-year (2025–2030) initiative implemented by Micro Enterprises Support Programme Trust (MESPT), East Africa Market Development Associates (EAMDA), NCBA-CLUSUSA, and Women's Empowerment Link (WEL) in partnership with Mastercard Foundation. FIYMA seeks to address the persistent barriers faced by disadvantaged young men and women and youth-owned MSMEs in agriculture in accessing affordable, patient, and flexible credit. The programme focuses on six value chains: dairy, livestock/poultry, fisheries/aquaculture, Irish potatoes, pulses, and fruits/vegetables, across 28 counties in Kenya. The programme leverages Savings and Credit Cooperative Organizations (SACCOs) and cooperatives as the primary financial service providers, aiming to reach at least 100,000 disadvantaged youth (70% young women, 7,500 People with Disability and 2,500 refugees), and create 250,000 dignified work opportunities.

VACANT POSITION

PROGRAMME DIRECTOR JOB DESCRIPTION

Job Title	Programme Director
Organization	Micro Enterprise Support Programme Trust (MESPT)
Department	Financial Inclusion for Youths and MSMEs in Agriculture (FIYMA)
Position Reports to	MESPT Chief Executive Officer
Supervises	The Programme Implementation Team
Coordinates with	Subcontractor leads at EAMDA, NCBA CLUSA, and WEL
Duty Station	Nairobi, Kenya (with frequent field travel).
Salary	Grade 2
Benefits	25 working days annual leave, Medical Insurance, 20% Gratuity, 7.5% annual leave allowance.
Duration and Level of Effort	This is a full-time position for the duration of the FIYMA programme (2025–2030), subject to performance and continued funding.

Expected Travel	Significant
Job Purpose	<p>The Programme Director will be the technical and operational lead of the FIYMA Programme. S/He will be responsible for ensuring successful implementation of the programme through providing strategic leadership, technical oversight and direct management of all activities related to the programme. A key function of this role will be effective management and coordination of the consortium partners; EAMDA, NCBA CLUSA and WEL.</p>
Key Responsibilities	<p>Programme Leadership and Management: Provide strategic, technical, and managerial leadership to ensure effective planning, implementation, and achievement of programme outcomes in line with Foundation's requirements and institutional priorities.</p> <ul style="list-style-type: none"> • Lead and oversee all phases of the programme cycle, including design, planning, implementation, quality assurance, monitoring, evaluation, learning, and accountability. • Provide day-to-day leadership and coordination of programme operations to ensure activities are delivered on time, within scope, and to the highest standards of quality and compliance. • Supervise and mentor programme staff, ensuring clear work planning, performance management, capacity development, and a supportive environment that fosters teamwork, innovation, and accountability. • Provide technical guidance and strategic direction in the development and implementation of work plans, strategies, training materials, operational manuals, and knowledge products. • Ensure effective integration of core technical areas, including business development services, market systems development, social inclusion, cooperative management, and climate-smart practices, across all programme components. • Strengthen internal coordination and collaboration within MESPT, ensuring efficient communication, alignment, and synergy across departments and thematic areas. • Represent MESPT at high-level meetings, workshops, and forums with government, development partners, private sector actors, and other stakeholders to strengthen partnerships and visibility of the programme. <p>Subcontractor Coordination and Management: Provide strategic leadership, coordination, and oversight to ensure the effective delivery of programme results across all subcontractors. Facilitate collaboration between Women's Empowerment Link (WEL), East Africa Market Development Associates (EAMDA), and NCBA-CLUSA to achieve alignment with programme objectives, contractual obligations, and donor requirements. Specific tasks:</p> <ul style="list-style-type: none"> • Serve as the principal liaison among consortium partners to ensure cohesive and timely execution of activities across all programme components.

	<ul style="list-style-type: none"> • Convene regular coordination meetings to review progress, share learnings, and resolve implementation challenges. • Facilitate effective communication, joint planning, and decision-making within established governance and reporting frameworks. • Ensure subcontractor compliance with the Grant Agreement, including contractual, fiduciary, and safeguarding standards. • Lead the joint preparation and harmonization of annual and quarterly work plans to promote complementarity and synergy across consortium interventions. • Monitor implementation progress, coordinate technical support, and ensure deliverables are aligned with approved work plans, budgets, and results frameworks. <p>Access to Finance: In liaison with the Credit and Business Development Manager and FIYMA subcontractors, provide strategic oversight and technical leadership in the operationalization and effective functioning of the Access to Finance component. Specific tasks include:</p> <ul style="list-style-type: none"> • Facilitate the identification and pre-screening of eligible SACCOs based on predefined selection criteria, ensuring alignment with programme objectives, geographic focus, and target value chains. • Oversee and guide comprehensive due diligence and institutional capacity assessments, including governance, financial management, internal controls, credit risk management, and portfolio quality. Ensure findings are documented and recommendations integrated into partnership decisions. • Coordinate internal reviews, brief independent investment committee, and prepare submissions for Management and Board approval of qualifying SACCOs and SMEs in line with established governance protocols. • Facilitate the design and implementation of tailored capacity-building plans to strengthen SACCOs' institutional capacity. • Oversee the development and adoption of standardized credit appraisal frameworks, lending policies, and risk management tools to ensure consistent and sound lending practices. • Ensure that SACCO capacity building efforts support youth and youth groups in gaining improved access to SACCO products and services. • Ensure that all legal and financial documentation, including loan agreements and security perfection complies with regulatory and programme requirements prior to disbursement. • In liaison with the Credit and Business Development Manager coordinate and track the disbursement process to ensure timely release of funds to SACCOs
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	<p>and end participants, while maintaining transparency and accountability in loan utilization.</p> <ul style="list-style-type: none"> • Establish mechanisms for ongoing portfolio monitoring, early warning systems, and post-disbursement supervision to ensure effective loan management and timely collections. In liaison with the Credit and BD Manager, provide technical backstopping to SACCOs in managing delinquencies and recovery processes. • Develop and implement sustainability strategies, including revolving fund mechanisms and business continuity plans, to ensure continued access to credit beyond the programme period. <p>Programme Financial Management: Ensure that the programme is implemented using value for money principles for effective and efficient delivery. Specific tasks include:</p> <ul style="list-style-type: none"> • Manage and monitor the programme budget in close collaboration with the CEO and Head of Finance & Administration to ensure prudent financial planning, forecasting, and utilization of funds in line with approved work plans and donor guidelines. • Oversee expenditure tracking, cash flow management, and timely financial reporting to ensure that resources are used transparently, efficiently, and in accordance with MESPT and Foundation standards. Review and recommend for approval all funds request and disbursements from subcontractors and programme teams. • Ensure full compliance by MESPT and subcontractors with all contractual, procurement, financial management, communication, monitoring, and reporting requirements. Identify, assess, and mitigate financial and operational risks that may impact programme performance or fund integrity. • Facilitate financial management and compliance training for subcontractors and staff to strengthen internal controls, enhance accountability, and ensure continuous improvement in financial management. • Facilitate internal and external audits by ensuring proper maintenance of financial records, supporting documentation, and timely implementation of audit recommendations. <p>Programme Communication, Branding and Visibility: Ensure consistent, strategic, and high-impact communication, branding, and visibility of the FIYMA Programme and the Fund, in alignment with MESPT and the Foundation's guidelines. Specific tasks include:</p> <ul style="list-style-type: none"> • Facilitate the marketing of the Fund to potential SACCOs, youth groups, and partners by leveraging diverse communication channels, including digital platforms, media engagements, exhibitions, and stakeholder events.
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- Establish and implement systems that attract high-potential, growth-oriented, and youth-facing SACCOs to the Fund through strategic branding and tailored messaging that highlights value propositions and success stories.
- Lead the development and execution of a comprehensive communication and branding strategy for the FIYMA Programme, ensuring alignment with MESPT's corporate identity and the Foundation's visibility requirements.
- Ensure adherence to branding and visibility guidelines stipulated by the Foundation and MESPT, including correct use of logos, taglines, and acknowledgment statements in all communication materials.
- Coordinate the documentation of key communication outputs, including press releases, publications, newsletters, and visibility reports, demonstrating outreach effectiveness and brand impact

Monitoring, Reporting and Results: Provide overall leadership and coordination of the Programme's monitoring, evaluation, reporting, and learning functions to ensure technical and financial accountability as outlined in the Grant Agreement. Specific responsibilities include:

- In collaboration with the MEAL Coordinator, establish and oversee effective systems for tracking programme implementation, outputs, and outcomes. Ensure all activities are delivered on time, within budget, and to the expected quality standards.
- Develop and maintain a comprehensive monitoring plan and conduct periodic field monitoring visits to assess progress, identify challenges, and support partners in improving performance.
- Review and verify subcontractor reports to ensure accuracy, completeness, and compliance with contractual, financial, and safeguarding requirements, as well as donor and organizational policies.
- Work closely with the Fund Manager and subcontractors to identify, assess, and mitigate risks in programme and fund implementation, ensuring that risk management measures are effectively integrated into partner operations.
- Coordinate systematic documentation of best practices, lessons learned, and success stories across all consortium partners. Facilitate dissemination to stakeholders and the donor to enhance transparency, visibility, and continuous learning.
- Compile and consolidate technical and financial progress reports, data, and evidence from all consortium partners for submission to the Foundation, ensuring accuracy, timeliness, and alignment with reporting templates and requirements.
- Lead regular review and reflection sessions with subcontractors to analyze results, extract lessons, and guide adaptive management decisions. Support integration of feedback and emerging insights into subsequent implementation cycles to strengthen programme impact and sustainability.

Key Deliverables:

	<ul style="list-style-type: none"> • Annual work plans, budgets, and consolidated reports approved and submitted to donor. • Timely and transparent management of the revolving fund. • Effective functioning of the consortium steering committee with documented decisions. • Regular stakeholder and donor engagement reports. • Evidence-based policy briefs, case studies, and knowledge products showcasing FIYMA's impact. • Demonstrated progress toward programme outcomes, including reaching 100,000 <p>Any other duties as assigned by the Management from time to time</p>
Key Relationships	<p><i>Internal</i></p> <ul style="list-style-type: none"> • Programme Implementation Committees • Programme Team • Finance team. • HR Team • ICT Team • Credit Team • Fundraising & Partnerships Team <p><i>External</i></p> <ul style="list-style-type: none"> • Internal & External Auditors • Implementing partners • Donors • County and Government Officials • Stakeholders • SACCOS, MSMEs, Financial Institutions
Knowledge Experience and Skills	<ul style="list-style-type: none"> • Minimum 10 years of progressive leadership in large-scale donor-funded programmes (>\$25M), including at least 7 years in a Programme Director, Chief of Party, Team Leader, or equivalent in a senior management role. • Proven experience in managing multi-partner consortia and large budgets of \$25 M and above. • Demonstrated expertise in financial inclusion, MSME development, cooperative development, and agribusiness transformation. • Demonstrated adaptability, innovative thinking, and a track record in scaling financial and agricultural models sustainably. • Strong knowledge of youth empowerment approaches, gender equity, disability inclusion, and safeguarding. • Exceptional leadership, communication, and negotiation skills. • Fluency in English and Kiswahili, with strong writing and reporting skills.

	<ul style="list-style-type: none"> Excellent communication, interpersonal and team building skills Ability to apply functional marketing, business planning, debt finance and investment, business growth advisory service or related areas. Experience working with Kenya's agricultural finance ecosystem, including partnerships with SACCOs, microfinance banks, and digital finance providers. Prior engagement in working with refugees or youth-employment initiatives
Qualifications/Other Requirements:	<ul style="list-style-type: none"> Master's degree in development studies, Agricultural Economics, Finance, Business Administration, or related field. A post graduate qualification in project management. PMP certification will be an added advantage. Proficiency in Microsoft Office applications especially with MS Word, Excel, PowerPoint & Outlook
Behaviour	<ul style="list-style-type: none"> Accountable: Taking responsibility for appropriate decisions that you make, and the actions and behavior you demonstrate Embracing Change: Openness to embracing change within the organization and being able to adjust plans/activities accordingly. Team Player: with excellent interpersonal skills, motivated by cooperating with a diverse mix of professionals and different cultures. Ability to build and maintain networks. Innovative: Thinking creatively and outside of the box so that ideas generated create a positive outcome

This Job Description only serves as a guide for the position available and MESPT reserves the right to make necessary changes.

HOW TO APPLY:

Qualified and interested applicants should send their application letters indicating their current/last remuneration, detailed CV with email address, daytime telephone contacts, names, and email contacts of 3 professional referees, 2 must have supervised you at some point, with one being your most recent supervisor (combined in one PDF document) to jobs@mespt.org quoting Job Reference and Job Title in the subject line **“PROGRAMME DIRECTOR- HR/FIYMA/001/2025”**.

Hard copy applications will not be considered. All applications for this position should only be sent to jobs@mespt.org

The applicant must legally be eligible to live and work full time in Kenya.

Please do not send certificates at this stage.

Deadline for applications 9th January 2026 at 5.00 pm EAT.
MESPT is an equal opportunity employer (EOE) and committed to
Gender Equity and Diversity.
Only shortlisted candidates will be contacted.