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NAIROBI, KENYA.
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JOB ADVERTISEMENT: CHIEF EXECUTIVE OFFICER

Position: Chief Executive Officer (CEO)

Location: Nairobi, Kenya

Reporting to: Chairperson, Board of Directors

About FAWE Kenya:

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a Non-Governmental Organization registered in 1996 under section 10 of the NGO Coordination Act, Laws of Kenya; and a member of the FAWE network of 34 Chapters in 33 countries in Sub-Saharan Africa. FAWE Kenya's vision is to have a just and inclusive society where gender parity and equality in education and training prevail, and the mission is to support girls and women in the acquisition of quality education and training for sustainable development. FAWE Kenya aims to ensure that Kenyan girls receive quality education for equal chances in life through championing girls' enrolment, retention, performance, and completion in school.

Position Overview

FAWE Kenya is seeking an experienced, visionary, and strategic Chief Executive Officer (CEO) to lead the organization in advancing its mission of promoting gender equity and equality in education. The CEO will provide overall leadership, strategic direction, and operational oversight, ensuring FAWE Kenya's sustainability, growth, and impact. Reporting to the Board of Directors, the CEO will serve as the primary representative of the organization to stakeholders, government, donors, and the public, while fostering a culture of excellence, accountability, and innovation across all levels of the organization.

Key Responsibilities

1. Strategic Leadership & Governance

- a) Provide overall vision, leadership, and direction for FAWE Kenya, ensuring alignment with the organization's mission and strategic objectives.
- b) Work closely with the Board of Directors to develop and execute long-term strategies, policies, and governance frameworks.
- c) Ensure compliance with statutory, legal, and regulatory requirements, maintaining the organization's integrity and reputation.

2. Programmatic & Operational Oversight

- a) Oversee the design, implementation, monitoring, and evaluation of FAWE Kenya's programs, ensuring relevance, quality, and measurable impact.
- b) Align organizational programs with national development priorities, regional education agendas, and global commitments to gender equality.
- c) Ensure effective operational systems, financial management, and risk mitigation strategies are in place for sustainability.

3. Resource Mobilization & Financial Stewardship

- a) Lead fundraising, partnerships, and resource mobilization initiatives to secure financial sustainability.
- b) Cultivate and strengthen relationships with donors, partners, government, and other stakeholders.
- c) Oversee the development of financial strategies, budgets, and reporting systems to ensure accountability and transparency.

4. Advocacy & External Relations

- a) Serve as the chief spokesperson and ambassador of FAWE Kenya at national, regional, and international levels.
- b) Advocate for girls' education and gender equality through policy dialogue, thought leadership, and coalition-building.
- c) Build and maintain strong networks and partnerships with government agencies, civil society, development partners, and the private sector.

5. Organizational Development & Human Capital Management

- a) Lead and inspire FAWE Kenya staff, fostering a culture of collaboration, innovation, and high performance.
- b) Ensure the recruitment, development, and retention of a diverse and talented workforce.
- c) Promote accountability, ethical leadership, and performance management across all departments.

6. Impact & Innovation

- a) Drive organizational learning, knowledge management, and innovation to strengthen FAWE Kenya's role as a thought leader in girls' education.
- b) Ensure monitoring, evaluation, and research systems are used to inform decision-making and demonstrate impact.
- c) Position FAWE Kenya as a leading voice on education and gender equality at both national and continental levels.

Required Qualifications & Experience

- 1 Master's degree in strategic management, Development Studies, Education, Gender and Development, Business Administration, or a related field (PhD preferred).
- 2 Minimum of 10–15 years of progressive leadership experience, with at least 7 years at an executive or CEO level within the NGO, development, or education sector.
- 3 Proven track record of strategic leadership, organizational growth, and program impact at scale.
- 4 Strong experience in fundraising, grant management, and building high-level partnerships with donors, government, and international organizations.

Skills & Competencies

- a) Exceptional strategic thinking, problem-solving, and decision-making skills.
- b) Strong leadership and people management capabilities, with the ability to inspire and mobilize teams.
- c) Advanced financial and resource management acumen.
- d) Excellent advocacy, communication, and representation skills.
- e) Deep commitment to gender equality, education, and social justice.
- f) Integrity, resilience, and the ability to lead in complex and dynamic environments.

Application Process:

Interested candidates should submit a resume, cover letter, academic and Professional certificates, and three professional references as **One PDF document** to [**fawekrecruitment@fawe.or.ke**](mailto:fawekrecruitment@fawe.or.ke) not later than **17th October 2025 at 5.00 p.m.**

Please note: Only shortlisted candidates will be contacted for interviews. Fawe Kenya reserves the right to make necessary changes to this job description. We appreciate all applicants for their interest in joining our team.

FAWE KENYA IS AN EQUAL OPPORTUNITY EMPLOYER. WE ARE COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES AND DO NOT REQUEST PAYMENT FOR ANY RECRUITMENT PROCESS. FOR ANY INQUIRIES OR CONCERNS, PLEASE CONTACT US AT [INFO@FAWE.OR.KE**](mailto:INFO@FAWE.OR.KE)**