



FOUNDATION MANAGER, GRADE KPC 3- KPC/ADVT/08/2023

a) Job Purpose

Responsible for undertaking all activities related to Corporate Social Responsibilities/ investment to ensure that the Company's commitment towards social responsibility is sustained.

b) Job specifications

- (i) Develop and implement the Company's Corporate Social Responsibility (CSR) strategy.
- (ii) Ensure implementation of global best practice in the Company's CSR management.
- (iii) Create viable partnerships with other CSR stakeholders.
- (iv) Implement the Company's CSR activities in liaison with the network of community champions across the region
- (v) Organize communication forums for KPC Community Champions in conjunction with other stakeholders
- (vi) Represent the KPC Foundation in appropriate forums and participate in CSR membership organizations, gather and share resources
- (vii) Manage the disbursement of grants and donations to beneficiaries
- (viii) Develop and facilitate initiatives that promote the Company's CSR activities and commitment.
- (ix) Develop recommendations for the Company's CSR activities to Board.
- (x) Facilitate presentation of approved funds and ensure appropriate publicity and profiling.
- (xi) Review the impact of the Company's CSR activities/initiatives and propose remedial actions.
- (xii) Monitor the implementation of funded projects and evaluate their impacts
- (xiii) Review relevant reports on the Company's CSR activities

c) Persons Specifications

- (i) Bachelors Degree preferably in Social Sciences, Development studies, Statistics or Economics.
- (ii) Post graduate qualification in Community Development, Public Relations and Communication if the first degree is not in the above.
- (iii) Minimum of ten (10) years relevant experience five (5) of which should be at Senior Management level.
- (iv) Membership to a relevant professional body

d) Key Skills and Competencies

- (i) Computer literacy with proficiency in Microsoft Office applications
- (ii) Cross-functional, multi-disciplinary project management and business analysis skills
- (iii) Proven networking skills and a demonstrated capacity to work independently and in partnership with internal and external stakeholders.
- (iv) Ability to develop and manage relationships with stake holders.
- (v) Have good report writing and communication skills
- (vi) A team player with excellent interpersonal skills
- (vii) Result driven and willing to work under tight deadlines
- (viii) Ability to travel within the region of KPC's operations in pursuit of the company's CSR objectives.