

Position Specification

Mastercard Foundation

Head of Program Planning

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*“Every member of the Mastercard Foundation has been given a gift – an opportunity to make a difference in the lives of others. We are honoured, we feel privileged, and we take our responsibility seriously. **Our goal is to help 30 million young people to secure dignified and fulfilling work by 2030.**”*

About Mastercard Foundation

Mastercard Foundation is a private, not-for-profit Foundation operating in over 31 countries with key hubs based across the African continent and in Toronto, Canada. Our vision is a world where everyone can learn and prosper. This means promoting inclusive prosperity on the continent for disadvantaged young people and their families. Achieving our vision will require us to program holistically and to work with others effectively.

Our programs promote financial inclusion and advance education and learning in Africa, primarily for young people, and in Canada for Indigenous youth. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations, and funding decisions are made by our President and Board of Directors.

The Foundation believes that youth employment is key to unlocking prosperity, both for youth and their societies. Enabling young women and men from disadvantaged communities to secure dignified and fulfilling work will ensure inclusive development and economic growth in Africa.

In the past decade, the Foundation has become one of the largest funders of youth learning and financial inclusion in Africa. We have committed \$2 billion in these areas and work with 130 partners to advance education, skills and financial inclusion across the continent. By 2030, our ambition is to help at least 30 million young Africans, particularly women, to secure dignified and fulfilling work. By focusing on a single, significant challenge and optimising our resources within several countries, we expect to achieve even greater impact.

Values are timeless, they transcend and rise above all. They guide everything we do as employees of the Foundation. We share a common vision of a world where everyone has the opportunity to learn and prosper. We make mistakes, we reflect, and we grow so that we can impact our world – it’s why we are here. We are ambitious and driven. We encourage you to bring your bold ideas, curiosity, and expertise to your work. We laugh at ourselves and with each other. We are a team. Our journey together makes our impact even more meaningful.

The Opportunity

The Head of Program Planning is a newly created position at the Foundation and will lead one of the three enabling programmatic functions that will serve and be informed by ongoing core program delivery implemented by Regional and Country Heads and the Head of *Scholars*. The role comes at an exciting time of growth for the Foundation as it implements its bold new strategy, *Young Africa Works*, aimed at addressing youth unemployment in Africa.

Reporting to the Chief Program Officer (CPO), the Head of Program Planning provides strategic planning support to the CPO, coordinating programme strategy and operations across countries. They

hold primary responsibility for ensuring that the implementation of *Young Africa Works* is being planned for and adequately resourced, that the Foundation has and maintains the right strategic Partnerships to achieve it, whilst also overseeing, managing, and closing-out the portfolio of previous programmes outside of *Young Africa Works* and *Scholars*.

- **Program planning responsibilities:** Ensuring that implementation of *Young Africa Works* strategy is being planned for, adequately resourced and is proceeding in a coordinated manner at a strategic and operational level across countries. They will ensure Country, Regional and Scholars Programs are following appropriate processes and that key milestones are tracked and coordinated. They will do this by:
 - Coordinating program strategy and portfolio development processes across countries and departments (including Finance, Legal, Communications, etc.), ensuring alignment with overarching *Young Africa Works* strategy and supporting regular country strategy and portfolio reviews;
 - Developing and overseeing portfolio and program iterative and approval processes, and implementing new programming approach;
 - Identifying interdependencies and linking programming activities across countries and with the rest of enterprise functions;
 - Maintaining an enterprise-wide view of program implementation status and impact for regular executive and board updates;
 - Communicating programming plans and progress to senior leadership and other stakeholders as needed; and
 - Coordinating shared resources across programming teams (eg Design & Learning and external experts) and providing support to country teams through core programmatic processes.
 - The Head of Program Planning is also responsible for the design and iteration of processes to approve country portfolios and the implementation of new programming approaches.
- **Strategic partnerships:** Conceptualising and structuring the Foundation’s strategic partnerships to achieve *Young Africa Works*, including developing, structuring, and managing partnerships with strategic collaborators and ensuring the right set of partnerships are in place.
- **Current portfolio responsibilities:** Overseeing, managing and closing out portfolio of previous programs outside of *Young Africa Works* and *Scholars*.
- **People leadership:** Identifying and recruiting talent for program planning team, effectively leading colleagues within the function, ensuring high quality of work, alignment with Foundation values, access to development opportunities and a supportive and collaborative work environment

This role will exemplify and promote the Foundation’s values and culture, which is highly collaborative, promotes listening and learning, and focuses on results.

This role will be based, ideally, in Kigali, Rwanda with occasional international travel required.

Ways You Can Contribute

In terms of the performance and personal competencies required for the position, we would highlight the following:

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- Coordinate program strategy and portfolio development processes across Country, Regional and Scholar program teams, guiding delivery and Mastercard Foundation to its 2030 goal of seeing 30 million young Africans, particularly women, have dignified and fulfilling work. This entails broad consultation with key stakeholders and in-depth understanding of the drivers of economic growth and employment, and sectors that offer the greatest opportunities for young people, tailored to local country requirements.
 - Cultivate and manage key relationships with strategic partners to drive impact and achieve *Young Africa Works* strategy.
 - Liaise effectively across the various Program delivery teams and broader operational functions to ensure strategic and operational alignment and delivery.
 - Represent the Foundation at relevant events.
 - Build and lead a team and support their performance. This includes coaching and professional development of staff, while holding people accountable and recognizing achievements.
 - Develop, build and maintain relationships with the team across Africa and in the Toronto office for stronger collaboration and to ensure overall success.

Who You Are

- You have 15+ years of increasingly senior management experience working in Africa for a global or regional organization in international development or the private sector.
- You hold Master's/MBA in global development, education, public policy or another related field.
- Strong leadership experience in international relations, education, development and/or government or public policy within non-profit organizations, international NGO's and/or learning institutions.
- Minimum of 6 years of exceptional leadership experience, building and managing new programs or services in Africa across multiple countries and regions.
- Expertise in working with development, political and social issues across Africa.
- You demonstrate a clear drive towards impact, maintaining laser focus on results and addressing gaps in program results.
- Superb interpersonal skills and ability to collaborate with internal and external stakeholders at different levels; solid experience of interacting with high level government officials, corporate CEOs, and intergovernmental bodies that require a high degree of political astuteness.
- Strategic mindset with ability to advise senior leadership on critical decisions, always putting *Young Africa Works* at the centre.

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- Client service mindset, always seeking ways to create impact for Programs teams – collaborative and open to others’ ideas and views.
 - Think and works in a systematic, holistic way, taking broad systems opportunities and constraints into account when setting goals and planning.
 - Able to have clear nuanced conversations – pulling disparate views into shared interests and outcomes.
 - Strong leadership experience to effectively plan, resource and execute enterprise-wide initiatives.
 - Creative and innovative mindset, capable of identifying opportunities for improving and scaling programming.
 - Fluency in other languages relevant to the work; French would be desirable.
 - Ability to travel across Africa and internationally (c.30%).
 - You are flexible, adaptable, and able to execute a range of job duties and changing priorities.
 - You possess excellent verbal, written, and presentation skills with the ability to articulate information to a variety of constituents across cultures.
 - You possess professional maturity, sensitivity with different cultures, and impeccable integrity that exemplify the Foundation’s values.

To Join Our Team

Please email your CV along with a cover letter explaining your interest in the position to responses@russellreynolds.com, indicating “1912-008L Head of Program Planning” in the subject line of your email. All applications will be acknowledged.