



Strathmore UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Director, Executive Coaching and Mentoring

DEPARTMENT: Strathmore University Business School

REPORTING TO: Deputy Executive Dean

JOB PURPOSE: This position will be responsible for providing the vision, leadership, and strategic direction the organization needs to support all learning in the Business School by translating knowledge to action while serving all stakeholders including students, staff, alumni, and external clients. The position will also drive and position Executive Coaching and Mentoring as the main differentiator for the Business School.

MAIN DUTIES AND RESPONSIBILITIES:

1. Develop a vision and strategic plan to guide the Executive Mentoring and Coaching agenda of the school and act as the professional advisor to the Management Committee on all aspects of the Executive Coaching and Mentoring activities. This will also involve conducting official correspondence relating to Executive Coaching and Mentoring on behalf of SBS and representing SBS at activities that enhance the organization's profile and visibility.
2. Drive business and visibility by coordinating the design business development strategy, products and services, and marketing strategy for the department including revenue-generating sources, sales targets, and client engagement platforms for new business. This also involves positioning SBS as a coaching and mentoring provider of choice for alumni and external clients.
3. Oversee the efficient and effective day-to-day operations of the Executive Coaching and Mentoring department through the development of an operational and Management plan that incorporates goals and objectives that work towards the strategic direction of Executive Coaching and Mentoring, drafting policies, procedures, and protocols to

manage the Executive Coaching and Mentoring programs and establishing definable and comparable metrics of a successful coaching program.

4. Liaise with international faculty to design and deliver relevant coaching programs while ensuring that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of Strathmore Business School.
5. Oversee the implementation of the human resources policies, procedures, and practices including the development of job descriptions for Executive Coaches, Mentors, and administrators, recruit, interview, and select Executive Coaches and Mentors that have the right technical and personal abilities to help further the organization's mission and ensure that they receive an orientation to the SBS coaching concept and that appropriate training is provided.
6. Implement a performance management system for the Executive Coaches, Mentors, and administrators which includes monitoring their performance on an ongoing basis and conducting an annual performance review.
7. Ensure the smooth running of operations in the department through the preparation and monitoring of the departmental budget and monitor the monthly cash flow.
8. Drive the research and development of Executive Coaching and Mentoring including the compiling of anecdotal evidence in both, writing cases related to organizational and personal agenda success stories, and presenting research papers in relevant promotional platforms.

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications, attributes, and skills:

- A master's degree in a relevant field
- Recognised Coach and Mentor certifications by International regulatory bodies of coaching and mentoring
- At least 5 years experience in a senior management position

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Director, Executive Coaching and Mentoring**' to the People and Culture Manager, Strathmore University Business School, at careersbs@strathmore.edu by the end of the day (5.30 pm) **Friday, 12th April 2024**.

Due to the large number of applications, we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.