The Hekima College will be offering Three Weeks (including Saturdays) intensive accredited certificate course in Project and Finance Management and Leadership from 10 to 29 June 2019. The training takes place in the evenings from 5:30 – 8:30pm. The training offers practical dimension and user friendly approach for practical life. The course concentrates on the following areas:

- Leadership and Governance
- Project Management
- Financial Management and Report writing

**Purpose:** The Hekima certificate course seeks to prepare men and women, religious and lay, to become competent leaders and managers in organizations (both religious and secular) and self-help projects in Africa. By placing emphasis on the Jesuit tradition in social transformation, it aims at preparing persons-with-and-for-others, persons with sense of duty and vocation to serve, persons whose actions are marked by dedication, honesty, integrity, creativity.

**Target:** The programme targets all those needing practical skills in leading, writing and managing projects and/or report writing on the situation of the project and finance, regardless of their professional background. All those who are already given responsibility in writing projects and/or writing reports but lack sufficient knowledge would benefit from this training. It will benefit organizers and implementers of projects, those assuming administrative duties, self-starters, potential and actual superiors, ministers/administrators, bursars, pastoral agents, and candidates to ordained ministry.

The applicants must fulfill the following **requirements:**

- A good command of English
- Work experience, already working or to work in running projects, or those holding administrative positions
- Must have at least Secondary School Leaving Certificate.

**Venue:** Hekima Institute of Peace Studies and International Relations (HIPSIR), Riara Road, Nairobi.

**Total Cost of the programme:** Registration Fees: 2,000 KES non refundable

Total tuition fees: 37,000 KES

Applicants can choose any or all of the following options:

1. Meals per day (optional): 10:00 am tea (150 KES), lunch (500 KES), 4pm tea (150 KES) = 800 KES
2. Full accommodation per day at HIPSIR: 4,500 KES

**For application or more information, please use the following contacts:**

E-mail: secretary.hipsir@hekima.ac.ke; Cell: +254 729 755 905 OR +254 733 616 865