

JOB DESCRIPTION

JD Unique ID:	KEM3/PM/2023
Job Title:	Project Manager – GEA-CAM Project
Company:	Self Help Africa
Location:	Elgeyo Marakwet County
Contract type:	Fixed Term, Full Time
Hours:	37.5 hours a week
Reports to:	Senior Programmes Manager & Private Sector Lead
Annual Gross Salary:	Kes 3,000,000/-
Benefits:	22 days annual leave, Medical Insurance, 10% Employer pension contribution and 25% Leave allowance
Organisation overview:	<p>About Self Help Africa & United Purpose</p> <p>In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.</p> <p>This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance.</p> <p>In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene.</p> <p>This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways.</p>
Job Purpose:	<p>SHA is part of the Global Evergreening Alliance (GEA) https://www.evergreening.org/, https://experience.arcgis.com/experience/bf3601ce3a364bfc9c57765082b51b7f/.</p> <p>GEA has received funding from Climate Asset Management (CAM) and formed a consortium to implement the project in Kenya through World Vision Kenya, the lead agency, and SHA one of the implementing organizations for Elgeyo Marakwet County. The Programme goal is sustained improvement in eco-system restoration, livelihoods, and resilience to climate change for 250,000 smallholder farmers and pastoralists (men, women and youth) covering 250,000 hectares of land in four target Counties in Kenya by 2052. This programme will enable build substantial carbon sinks and sequestration opportunities, allowing viable returns to both small-holder farmers and investors. The programme will seek to achieve this through: 1) Increased resilience and diversified livelihoods for small-holder households; 2) Improved sustainable income for communities from resilient climate smart value chains; 3) Diversified and sustainable income streams through carbon market engagements; and 4) Strengthened institutional, knowledge sharing and regulatory systems/framework (policies) for climate-responsive planning/ development and carbon trading.</p> <p>The project will involve supporting farmers, pastoralists and agro-pastoralists to increase the tree cover on their land through appropriate approaches, including planting agroforestry species on farmland; establishing/ extending/ restoring woodlots, plantations and natural forests; working with pastoralists and the Conservancies to increase tree cover through Farmer Managed Natural Regeneration (FMNR); and restoring gullies and eroded land through tree planting and physical structures (bio-engineering).</p> <p>The project will support farmers, pastoralists and agro-pastoralists to develop enterprises linked to trees: honey, handicrafts, gum arabic, fruit, etc, and will link the</p>

	<p>project participants to microfinance opportunities. The project aims to improve the dietary diversity of the participants and, eventually, to create income for the participants through the sale of carbon credits.</p> <p>SHA seeks to recruit a Project Coordinator with technical experience in community dryland forestry and agroforestry to manage the project.</p>
Key Responsibilities:	<p>PROJECT MANAGEMENT</p> <p>The Project manager is responsible for the overall delivery of the project on behalf of Self Help Africa.</p> <p>Lead and manage all aspects of the project cycle: planning, implementation, quality, reporting, accountability, monitoring and evaluation.</p> <p>Develop annual, quarterly and monthly plans and budgets for the project and monitor allocation of resources, anticipating changing requirements that may impact work delivery,</p> <p>Train staff to measure tree growth, tree densities, tree cover, soil and tree carbon, and conduct GNSS ground truth surveys using protocols developed by GEA and WVK.</p> <p>Ensure all donor reporting requirements are adhered to including financial reporting in collaboration with the Senior Programmes Manager and private Sector lead (SPM&PSL) and Head of Finance.</p> <p>Lead co-ordination and communication across the various stakeholders including WVK, government agencies and GEA to ensure coherent and consistent delivery of the project objectives,</p> <p>Co-ordinate and provide technical input for the implementation of the project including in the preparation of strategies, training materials, guides and manuals in liaison with the SPM&PSL and partners, and ensure effective integration of core technical areas of Gender and Enterprise Development,</p> <p>Represent SHA at government, donor, NGO and other relevant events in the field in close coordination with the SPM&PSL and ensure that the project collaborates and networks with stakeholders as appropriate,</p> <p>Work with the Partners' communications team to develop a project communication and visibility plan and facilitate its implementation,</p> <p>Ensure effective coordination and collaboration mechanisms are in place between SHA and WVK</p> <p>Provide technical leadership on tree-based value chains</p> <p>Provide technical leadership on tree planting, landscape restoration, agroforestry, and FMNR.</p> <p>OPERATIONAL AND FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> • Manage and periodically review the project's budget in close collaboration with the SPM&PSL and Head of Finance, • Ensure compliance by SHA, WVK and GEA with contract requirements in planning, financial management, procurement, branding, monitoring and reporting, and facilitate further training where necessary. • Act as the focal point with SHA country office and HQ to ensure all programming, financial and administrative matters related to the project comply with donor and SHA policies and procedures, and are transparently, expediently, and effectively managed in line with established processes, rules and regulations, • Monitor external context and carry out adjustments to project plans, where necessary, • In liaison with the SPM&PSL ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, accidents, theft, etc.) are recorded and reported, • Ensure efficient use and management of project resources including transport

	<p>MONITORING, REPORTING AND RESULTS COMMUNICATION</p> <ul style="list-style-type: none"> • In conjunction with the M&E officer, facilitate monitoring and documentation of learning by ensuring that effective mechanisms are in place to monitor activities and outputs and assessments for project quality and impact and ensure project implementation is on time, target and budget, • Ensure monitoring plan is in place and undertake project monitoring visits from time to time, • Compile periodic project reports as required by the donor and SHA <p>PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none"> • Set clear direction and expectations for the project and enable project stakeholders to interpret competing priorities (Annual project key performance indicators) • Work closely with project partners to manage performance issues effectively to avoid adverse impact on the project, team morale and performance, • In liaison with SPM&PSL promote a positive team culture that respects diversity and deals with barriers to inclusion, <p>REPRESENTATION</p> <ul style="list-style-type: none"> • In coordination with the SPM&PSL represent SHA at national, regional and international levels, to donors, local and national government authorities, other NGOs, and any other parties under this project, • In coordination with the SPM&PSL, lead on local, national and regional policy engagements, • Ensure that relationships and formal agreements with government and partners are maintained and updated as appropriate • Ensure proper project documentation and sharing with partners • Any other task assigned by the SPM&PSL.
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • SHA Country Director • SHA Finance, Logistics and Administration Team, • Kenya Agriculture and NRM Coordinator, • PC Agribusiness • HQ Programme Quality Team <p>Responsible for</p> <ul style="list-style-type: none"> • Project Officers • Community Based Trainers. <p>External</p> <ul style="list-style-type: none"> • Elgeyo Marakwet County Council • Elgeyo Maakwet Conservancies • World Vision Kenya • Local NGOs • Forestry, agroforestry and carbon specialists in peer organisations.
Knowledge, Experience and Other Requirements	<p>Essential:</p> <ul style="list-style-type: none"> • BSc or MSc in Forestry, Agroforestry, Rangeland Management, Agricultural Economics, Agricultural Extension, Agricultural science, or related discipline. • Minimum of five years of technical and managerial experience in dryland forestry and agroforestry. • Solid experience of Farmer Managed Natural Regeneration. • Experience of tree-based value chains. • Experience of Forest Mensuration in dryland forests. • Experience in restoring severely degraded landscapes. • At least five years of working experience at project management level in an NGO or in government or private sector. • Good understanding of project cycle management approaches and tools. • Experience in team management and coordination

	<ul style="list-style-type: none"> • Experience in Monitoring and Evaluation and knowledge of M&E principles. • Basic experience and knowledge in budget tracking and financial management. • Practical experience of developing community natural resources plans and maps. • Good understating of gender roles in forestry and pastoralist societies and practical experience of integrating gender equality into forestry, agroforestry and rangeland management. • Commitment to international and humanitarian NGO codes, standards and practices <p>Preferred</p> <ul style="list-style-type: none"> • Experience of tree-based carbon projects, carbon accreditation, and assessing carbon stocks in dryland forests. • Experience in soil and water conservation, watershed management and landscape restoration through bioengineering. • Knowledge of current Kenya laws and policies on tree carbon stocks. • Experience of working with pastoralist and agro pastoralist communities. • Knowledge of land tenure systems in Kenya. • Experience of integrating nutrition into agriculture, forestry and NRM projects (nutrition sensitive). • Experience of integrating the physically disabled into forestry, agroforestry and rangeland management. <p>Experience of GNSS field surveys, GIS software and Remote Sensing concepts.</p>
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All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.

Self Help Africa/United Purpose strive to be an equal opportunities employer.