**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID** |  |
| **Job Title** | Project Manager |
| **Company/Employer** | Self Help Africa |
| **Location** | Lusaka |
| **Contract type** | Fixed Term Full Time, 2 years, subject to renewal. |
| **Reports to** | Head of Programmes |
| **Organisation Overview** | **About Self Help Africa**  Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.    In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are:  ▪ Impact: We are accountable, ambitious and committed to systemic change.  ▪ Innovation: We are agile, creative and enterprising in an ever-changing  World.  ▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Project Background:** | Self Help Africa is anticipating starting implementing a project funded under The Global Environment Facility (GEF) in the Central and Southern Provinces of Zambia. The project focus is on environmental restoration, climate change and biodiversity conservation. The Climate-resilient ecosystem restoration and sustainable land management in the Central and Southern Provinces of Zambia project will address the barriers to sustainable land management and biodiversity conservation at six project sites in two provinces (Central and Southern Province).  The project has four components. Component one will support the development of an enabling environment for climate change adaptation that will also support reduced ecosystem degradation and strengthened biodiversity. Component two will focus on restoring the ecological integrity of the degraded natural environment in the proposed project sites, mainly riding on the provisions of natural resources and environmental management, land management, water resources management, agriculture, and climate change frameworks. Component three is focused on promoting Gender-responsive, climate-resilient natural resource-based livelihoods. It will aim to support sustainable agricultural production practices that will reduce the negative impacts associated with bad livelihood practices, such as charcoal production and unsustainable agricultural practices. Component four will focus on Monitoring, Evaluation and Learning ensuring that lessons and learning from the project are captured, developed, reported and disseminated to relevant stakeholders.  The Project will generate global environmental benefits and contribute substantially to revenue generation, employment and sustainable rural livelihoods |
| **Key Responsibilities** | **OPERATIONAL AND FINANCIAL MANAGEMENT**  Ensure that the programme in implemented using value for money principles for effective and efficient delivery.Specific tasks include:   * Supervise the project staff and consultants and facilitate effective teamwork and coordination * Manage the programme budget effectively. * Compile periodic programme reports as required by the GEF Agency and SHA * Ensure compliance by SHA and partners with contract requirements in planning, financial management procurement, branding, monitoring and reporting, and facilitate further training where necessary * Ensuring timely preparation and submission of requests for funds, financial and progress reports to GEF Agency as per OPA reporting requirements. * Act as a focal point within the SHA country office 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 * Conduct periodic reviews of staff performance in keeping with SHA’s performance management system and mentor staff to ensure high levels of motivation, commitment, capacity and teamwork * 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. * Assist relevant government agencies and project partners with developing essential skills through training workshops and on-the-job training, thereby upgrading their institutional capabilities. * Provide technical advice, training-of-trainer capacity and technical support to the project implementing team and project partners in the field, including but not limited to Training of trainer activities in Sustainable and or climate-smart agriculture, CFM opportunities, benefits, obligations and risks with special focus on:   + Business and investment planning   + Land and resource use planning   + Strengthening community governance capacity   + Business and financial management.      * Lead the development of strategies and approaches for the support of CFM and SA in the communities.   **PLANNING, MONITORING, REPORTING AND RESULTS**  Monitoring and reporting on the progress of the project technically and financially on a quarterly and half-yearly basis to reduce and manage risks. Specific tasks include:   * In conjunction with the M&E Advisor, facilitate monitoring and documentation of learning by ensuring that effective mechanisms are in place to monitor activities and outputs and assessments for programme quality and impact and ensure programme implementation is on time, target and budget; * Ensure a project monitoring and evaluation plan is in place and undertake project monitoring visits from time to time * Facilitate the independent and timely work of the Quality Assurance function within the project * Ensure effective communication and dissemination of project results * Submitting the six-monthly Project Progress Reports (PPRs) with the annual workplan and budget to the Project Technical Committee (PTC), the Project Steering Committee (PSC) and The GEF Agency; * Preparing the first draft of the Project Implementation Review (PIR); * Serve as Executive Secretary and support the PSC in coordinating policy-related project implementation at the national level. Technical advice will be generated to advance the project. * Supporting the organization of the mid-term and final evaluations in close coordination with the GEF Agency Budget Holder and the GEF Agency Independent Office of Evaluation (OED); * Submitting the project’s six-monthly technical and financial reports to The GEF Agency and facilitate the information exchange between the SHA and The GEF Agency, if needed; * Informing the PSC, PTC, and The GEF Agency of any delays and difficulties as they arise during the implementation to ensure timely corrective measure and support.   **OTHER**   * Any other tasks as assigned by the Line Manager |
| **Key Relationships** | The Project Manager will:   * Will be accountable to the Executing Agency, SHA, for financial management and contractual issues. * Will also be accountable to the Department of Environment under the MOGEE for technical and operational issues. * Maintain regular communication with the PSC and the PTC. * Maintain regular communication with the GEF Agency-GEF Project Coordinator. |
| **Knowledge, Experience and Other Requirements** | **Essential:**   * A postgraduate degree (master’s or PhD) in natural resources management, forestry, agroforestry, environmental sciences, biodiversity conservation, or a closely related field. * A minimum of 10 years relevant work experience including at least 6 years’ experience as a lead Project Manager in relevant sectors. * Hands-on experience managing national and/or international natural resources projects, particularly concerning natural resources management, environmental information management, sustainable land resource management, etc., preferably in the project target area. * Prior UN project management experience, particularly UN/GEF project experience and knowledge of UN and GEF procedures and guidelines. * Extensive experience managing a diverse and multicultural team and personnel management (contracting, recruitment, performance monitoring). * Demonstrated understanding of community-based natural resource management, ecosystem restoration, and gender equality issues, preferably in a Zambian context. * Strong computer skills especially with MS Word and Excel and other related packages   Fluent in English including writing and communication skills |
| **Role Competencies:** | * Results-oriented with excellent organisational and communication skills, as well as enthusiasm and initiative * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values * Attention to detail and the ability to produce timely and accurate reports * Ability to work as part of team across different cultures * Ability to work under pressure and on own initiative |

*This Job Description only* *serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *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 strives to be an equal opportunities employer**