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**JOB DESCRIPTION:** PROJECT MANAGER

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| **Job Title:** | Project Manager (PM) | |
| **Company:** | Self Help Africa (SHA) / War on Want Northern Ireland (WOWNI)[[1]](#footnote-1) | |
| **Duty Station:** | Soroti | |
| **Department:** | Programmes | |
| **Reports to:** | Programme Manager | |
| **Job Purpose:** | To support effective implementation of a livelihood project that is implemented by War on Want Northern Ireland (WoWNI) in partnership with three national NGOs in five districts of the Sub-region. He/she will ensure compliance to donor funding guidelines, support capacity building of the local partners and farmers groups and produce regular progress to the Programme Manager and other stakeholders. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Project Leadership and Management**   1. Lead, manage relationships and motivate the project team, partners and relevant stakeholders 2. Plan and assign deliverables and activities to all relevant stakeholders, review their progress and address deviations in terms of timelines and quality, based on agreed outputs and budgets 3. Lead in the development and implementation of Climate Smart Sustainable farming methodologies with farmers to mitigate climate change 4. Compile field reports on the progress of partner projects, based on the inputs, outputs, outcomes, lessons learnt, lessons applied, best practices, case studies, challenges and recommendation. 5. Prepare and submit monthly and quarterly narrative reports to the PM with key points of analysis 6. Deliver effective trainings to build the capacity of supported farmers in modern agronomic practices, post-harvest handling and ensure that adoption of such practices is achieved. 7. Support beneficiaries understanding of the value for money concept and the 3 Es (Economy, Efficiency and Effectiveness) 8. Prepare and submit monthly partner updates for the Programme Manager 9. Document methods, good adaptation practices, experiences and results from the communities and partners for replication and future programming 10. Facilitate shared learning among partners on issues relating to modern agronomic practices and technology transfer and adoption 11. Develop strategies for strengthening adoption of knowledge and skills acquired by the partners to ensure implementation of projects and enhance effectiveness. 12. Provide regular feedback to the partners/farmers and Programme Manager on project activities. | * Clear and structured project management approach and achievement of deliverables * Roles and responsibilities understood by all project team members * Compliance to relevant procedures and systems set up for smooth implementation * High quality and timely delivery of project reports and other deliverables * Adequate risk management |
| **R2: Human Resources Management**   1. Support in recruitment & selection of partner project staff (WoWNI and partner staff / consultants) according to SHA HR guidelines and procurement procedures 2. Manage the work plans and quality of partner project staff and steer their performance, in line with HR policy, and in consultation with the Programme Manager | * Project timely staffed with capable resources |
| **R3: Monitoring, Evaluation, Accountability and Learning (MEAL)**   1. In collaboration with the rest of the team ensure participatory development of monitoring and evaluation templates, tools and compiling data on project progress 2. Follow-up project implementation, monitoring and evaluation of the activities of the project. 3. Conduct M&E visits and reflection meetings with partners/farmers to gather information for reporting 4. Act as the first point of contact with beneficiaries to ensure excellence in monitoring, evaluation and learning (MEL) as it pertains to projects in line with institutional funders 5. Support the implementing partners to build their capacities to apply participatory methods for monitoring their projects 6. Ensure full synthesis, analysis and documentation and sharing of project insights, processes and outcomes within SHA Uganda and other SHA COs and key stakeholders 7. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups. 8. Explore opportunities for positioning, innovation, upscaling and potential follow up projects | * Effective monitoring, reflection and evaluation system * Timely interventions if deviating from plan * Project reporting contribute to sector learning and SHA track-record externally. |
|  | **R4: Network and Relationship building**   1. Initiate and manage cooperative and productive linkages with external partners and the donor(s) by ensuring a high level of SHA visibility and branding according to donor guidelines 2. Support SHA partners to understand and practice ethical codes of conduct, that are in line with SHA’s own core values 3. Initiate and oversee strategies for engagement of civil society in policy formulation at local, regional and national levels, and support the implementation of agreed policy engagement initiatives 4. Identify opportunities and coordinate the implementation of mechanisms for greater engagement with all project stakeholders including government, civil society, private sector and beneficiaries, ensuring they are fully involved in planning and design, implementation, monitoring and reporting of project activities as appropriate 5. Explore and implement mechanisms for the promotion of sharing of experience with other projects in the CO, as well as with other NGOs in the sectors, and this could include cross visits, lessons learned papers, etc. 6. Participate in national or regional initiatives related to the project sector/theme and this could include planning and other action beyond the project level, and initiate collaboration in these areas with partners and other stakeholders, when appropriate. | * Good cooperation and coordination between national counterparts, project partners and other relevant stakeholders. |
| **Key Relationships:** | **Internal**   * Programme Manager & other project staff * SHA Uganda Country Programme Team and administrative staff   **External**   * Partner staff, Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations | |
| **Qualifications/Other Requirements:** | * Bachelors’ Degree level education in relevant field (either Agriculture or Crop Science, veterinary services and related fields) * Demonstrated knowledge of project management of a comparable project with a minimum 5 years’ experience at a similar level; * A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners’ capacity building * Considerable experience in budgeting/financial procedures and writing management reports to donors * Experience in participatory market surveys and value chain analysis of different agricultural commodities * Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security and cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS); * Skills in training and facilitation of development processes, including organization and mobilization of communities and networking among different development partners such as youth groups, community-based organisations, government officers and SHA staff; * Outstanding communication, interpersonal and presentation skills management and organizational skills, including proficiency in computer packages especially with MSOffice and other related packages; * Commitment to international and humanitarian NGO codes, standards and practises; * High level of integrity and high standards of personal conduct;   **Desirable**   * Experience working in project geographical region * Experience working with farmer groups and private sector actors. | |
| **Role Competencies:** | * Excellent communication skills * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. | |

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s 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/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer; Women applicants are highly encouraged**

1. Please note that, the two organisations merged in 2017 and is managed nationally as SHA. However, we continue to maintain the name and legal status of WOWNI for our operations in Teso Sub-region. [↑](#footnote-ref-1)