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 JOB DESCRIPTION

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| **Job Title:** | Programme Manager |
| **Organization:** | Self Help Africa |
| **Department:** | Programmes  |
| **Location:** | Kisumu  |
| **Reports to:** | Senior Programme Manager & Private Sector Lead |
| **Restrictions:** | 3 Months’ Probation period, 2 years contract renewable and 1 Months’Notice Period |
| **Introduction**  | Self Help Africa (SHA) is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. We have 50 years of experience working with smallholder farmers, farmer associations, cooperatives and agribusinesses across Africa to help farmers grow and sell more food, improve diets, diversify incomes and make their livelihoods more sustainable and resilient to external shocks. SHA also builds awareness of issues affecting smallholders and represent their interests at policy and institutional level. SHA is currently implementing a portfolio of 32 projects in Kenya, Uganda, Ethiopia, Eritrea, Burkina Faso, Togo, Malawi and Zambia, funded by a variety of institutional and private donors including USAID, the European Commission, Irish Aid and World Food Programme. In 2019, we supported 380,000 households, reaching 2.2 million people in rural communities across sub-Saharan Africa, and had a turnover of €33.3million.SHA is a core member of The Gorta Group, alongside two social enterprise subsidiaries – TruTrade, which supports market access for small-holder farmers in the agricultural value-chain; and Partner Africa, an ethical auditing and consultancy firm that operates across more than 40 countries in sub-Saharan Africa.  |
| **Job Purpose:** | The Programme Manager is responsible for the successful implementation of the ***Integrating Cassava into affordable and drought tolerant food systems (Kenya) project*** by ensuring project outcomes are achieved and exceeded as per Self Help Africa’s contractual agreement with Irish Aid and to the quality standards of Self Help Africa and the wider Gorta Group. A key function of this role will be representing Self Help Africa and managing effective partnerships with key stakeholders across Government departments, private sector, implementing partners and representational groups at national and county levels. |
| **Key Responsibilities:** |  **PROJECT MANAGEMENT** * The Project manager is responsible for the overall delivery of the project on behalf of Self Help Africa.
* Lead programme fundraising, identifying new areas of need and potential areas for project development and donor funding in Kenya ad and manage all aspects of the project cycle: planning, implementation, quality, reporting, accountability, monitoring and evaluation.
* Develop annual, quarterly and monthly plans and budgets for the project and monitor allocation of resources, anticipating changing requirements that may impact work delivery,
* Ensure all donor reporting requirements are adhered to including financial reporting in collaboration with the project accountant.
* Lead co-ordination and communication across the various stakeholders including Project implementation teams, government agencies and private sector to ensure coherent and consistent delivery of the project objectives,
* Co-ordinate and provide technical input for the implementation of the project including in the preparation of strategies, training materials,

guides and manuals and ensure effective integration of core technical areas of Gender and Enterprise Development |

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|  | ,* Represent Self Help Africa at government, donor, NGO and other relevant events in the field in close coordination with the Senior Programmes Manager & Private Sector Lead and ensure that the project collaborates and networks with stakeholders as appropriate,
* Work with the communications team to develop a project communication and visibility plan and facilitate its implementation,
* Ensure effective coordination and collaboration mechanisms are in place between Self Help Africa, TruTrade, and all other partners.

 **OPERATIONAL AND FINANCIAL MANAGEMENT** * Manage and periodically review the project’s budget in close collaboration with the Senior Programmes Manager and Private Sector Lead and Head of Finance,
* Ensure compliance by SHA and Project Partners (TruTrade KALRO, KEPHIS and private sectors) with contract requirements in planning, financial management, procurement, branding, monitoring and reporting, and facilitate further training where necessary.
* Act as the focal point with Self Help Africa 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 Senior Programme Manager & Private Sector Lead 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,

 **MONITORING, REPORTING AND RESULTS COMMUNICATION** * In conjunction with the M&E Expert, 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.
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|  | * Check partner technical and financial reports and ensure that they are compliant with set policies and procedures,

 **PERFORMANCE MANAGEMENT** * Set clear direction and expectations for the project and enable project Partners to interpret competing priorities (Annual project key performance indicators)
* Manage project staff and provide periodic performance reviews and objective setting,
* 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,

 **REPRESENTATION** * + 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 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
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| **Key Relationships:** |  **Internal** * The Country Director
* Head of Finance
* SHA HO Support team
* Senior Programme Manager & Private Sector Lead
* Finance and Administration Team (TruTrade and SHA)
* TruTrade Network Development Manager
* Gender and Nutrition Advisor
* Monitoring & Evaluation Advisor

 **External** * County Governments
* Other Stakeholders including national government, private companies, research institutions, financial institutions, external auditors, donors, and Academia.
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| **Knowledge and****Experience:** | * At least 10 years’ experience in the implementation of private sector development approaches and development programs design, Monitoring, Evaluation and Learning,
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|  | * Experience managing multi-year donor funded Projects,
* Knowledge and experience in multiple sectors such as agricultural systems and livelihoods; market systems development; Enterprise development; Business Development Services (BDS) approaches and value addition.
* Demonstrated understanding of the private sector development framework and approaches in Kenyan/East Africa Community Context
* Strong project management skills and understanding of project cycle management approaches and tools,
* Experience in engaging and networking with the development partners and multi stakeholders including the government departments and agencies,
* High level of initiative, motivation, commitment and professionalism
* Ability and resilience to cope with multiple internal and external demands
* Strong training and facilitation skills.
* High level skills and experience in capacity building and report writing
* Excellent communication, interpersonal and team building skills
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| **Qualifications/Other Requirements:** |  **Essential:** * Bachelor’s degree in Agricultural Sciences, Management Economics, Rural Development, Agribusiness Management, or related field required,
* Master’s degree in project management, Enterprise Development or related field will be an added advantage,
* Strong computer skills especially with MS Word and Excel and other related packages
* Strong M & E skills
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| **Role Competencies:** | * Excellent verbal, analytical, organizational, and written skills with Fluency in Swahili and English.
* People management skills
* 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 with minimum supervision.
* Ability to work under pressure and on own initiative
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*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:

**Self Help Africa is committed to equal employment opportunities.**