

 JOB DESCRIPTION

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| **Job Title:** | Project Manager |
| **Organization:** | Self Help Africa |
| **Department:** | Programmes  |
| **Project:** | **Women in Trade Programme in Kenya**: Building Resilience & Economic Empowerment of Women & Youth Entrepreneurs in Kenya |
| **Location:** | Nairobi, Kenya |
| **Reports to:** | Head of Programmes |
| **Restrictions:** | 3 Months’ Probation period, initial 1.5 years contract 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 partners with Trade Mark Africa (TMA) under the Economic Recovery and Reform Activity (ERRA) program. ERRA is a five-year program funded by the United States Agency for International Development (USAID) and implemented through TMA to promote resilient, transformative trade, and investment reforms in the East and Horn of Africa. ERRA aims to support transformative economic recovery from the detrimental impacts of COVID-19 and to re-position the East and Horn of Africa back onto a more sustainable, inclusive, and resilient growth trajectory to drive job creation and prosperity. Under ERRA’s objective three of enhancing economic resilience, especially for women and youth, Self Help Africa (SHA) is implementing a project on ***Building Resilience & Economic Empowerment of Women & Youth Entrepreneurs in Kenya*** and is seeking to recruit a dynamic and strong private sector experienced professional to lead the implementation of this project. |
| **Job Purpose:** | The Project Manager is responsible for the successful implementation of the **WIT programme** by ensuring project outcomes are achieved and exceeded as per Self Help Africa’s contractual agreement with USAID through Trade Mark Africa, and to the quality standards of Self Help Africa and the wider Gorta Group. Reporting to the Head of Programmes, the Project Manager will provide strategic and technical leadership in the implementation of the project. S/he will be a Market Systems & Value Chain expert, with a strong understanding and practical hands-on experience in Access to Finance, Route to Market, SMEs capability building, and co-designing. S/he will be responsible for program implementation in Kenya, donor reporting, and field-level management while ensuring the highest standards in compliance with obligations and results according to signed agreements. S/he will be responsible for the quality and performance of work of all WIT Project staff, and sub-contracted service providers. S/he will focus on management, communication, team building, strategy, and drive toward sustainability that achieves scale, permanence, and impact through long-term partnerships.***NOTE: The completion of recruitment for this position and the start date is subject to successful contracting by the donor.*** |
| **Key Responsibilities:** |  **PROJECT MANAGEMENT** * The Project manager is responsible for the overall delivery of the project on behalf of Self Help Africa.
* Leads management of 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,
* Lead all SMEs due diligence, capacity assessments, trainings, financial inclusions and market linkages to ensure additionality to the project.
* 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, climate change and Enterprise Development.* 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 and all companies.

**OPERATIONAL AND FINANCIAL MANAGEMENT** * Manage and periodically review the project’s budget in close collaboration with the Head of Programmes and project accountant.
* Ensure compliance by SHA 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,
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|  | * Monitor external context and carry out adjustments to project plans where necessary,
* In liaison with Head of Programmes ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, accidents, theft, etc.) within the project are recorded and reported,
* Ensure efficient use and management of project resources including on transport.

 **MONITORING, REPORTING AND RESULTS COMMUNICATION** * 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.
* Analyze program data, capture, and share lessons learned and best practices to facilitate improvement in decisions.
* Check partner technical and financial reports and ensure that they are compliant with set policies and procedures,
* Develop and adopt standardized approaches, practices, tools, and measurements in partnership and capacity strengthening.

**PERFORMANCE MANAGEMENT*** Set clear direction and expectations for the project and enable project team 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 including SMEs, producers, aggregators and traders to manage performance issues effectively to avoid adverse impact on the project, team morale and performance,
* In liaison with Head of Programmes, promote a positive team culture that respects diversity and deals with barriers to inclusion.

 **REPRESENTATION** * + In coordination with the Head of Programmes 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 Head of Programmes, 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 donor, partners and stakeholders.
	+ Any other task assigned by the supervisor.
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| **Key Relationships:** |  **Internal** * The Country Director
* Head of Finance
* SHA HO technical Support team
* Head of Programmes
* Finance and Administration Team
* Trade & Enterprise Advisor
* Agriculture & Natural Resource Management Advisor
* Gender and Nutrition Advisor
* Monitoring & Evaluation Advisor

 **External** * Project SMEs
* County and National Governments (Trade and Agriculture)
* Other Stakeholders including Semi-State Agencies (KEBS, Global GAP, research institutions, financial institutions, Consultants, and donors.
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| **Knowledge and****Experience:** | * At least 4 years’ experience in the implementation of private sector development approaches and development programs design, Monitoring, Evaluation, Accountability and Learning,
* Over 2 years managing a USAID funded project is a MUST, especially targeting private sector development and/or trade facilitation.
* Experience in providing advisory and technical expertise in trade facilitation and project management at the local, regional and international level, particularly across the EAC and AfCTA.
* Strong understanding of the SMEs financing landscape in Kenya, and the integration of the smallholder farmers in the different financial models.
* Knowledge and experience in multiple sectors such as agricultural systems and livelihoods; market systems development; commercial proposal writing; 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, especially with SMEs.
* Excellent communication, interpersonal and team building skills
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| **Qualifications/Other Requirements:** |  **Essential:** * Bachelor’s degree in Agricultural Sciences, Agricultural Economics, Rural Development, Agribusiness Management, or related field required,
* Master’s degree in project management, Agribusiness, 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:

All candidates offered a job with Self Help Africa 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 vetting.

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