**JOB DESCRIPTION**

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| **JD Unique ID:** | 64117 |
| **Job Title:** | Project Manager (Team Leader) |
| **Company:** | Self Help Africa |
| **Location:** | Kano |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 1 year, subject to donor contract |
| **Reports to:** | Head of Climate Change and Enterprise Programme |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘*Sustainable livelihoods and healthy lives for all in a changing climate’*. We have almost 50 years of experience working in Africa, including over 20 years in Nigeria (as United Purpose and Concern Universal).In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 project countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our projects in the two countries where we are working outside of Africa.In early 2023, we launched a new five-year organisation strategy, which definesshared mission as the alleviation of hunger, poverty, social inequality and theimpact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, cleanwater, 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, TruTrade, an innovativetrading platform in East Africa, and CUMO, Malawi’s largest micro-financeprovider.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-changingworld.▪ **Community:** We are inclusive, honest and have integrity in ourrelationships.To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition, and WASH.  |
| **Project description** | SHA is partnering with the World Food Programme to implement the Strengthening Food Systems project. The project aims to strengthen food systems that promote increased value chain employment opportunities for the youth; sustaining and improving on-farm and off-farm job opportunities for 50,000 young women and young men engaged in the different nodes of sorghum, millet, soya bean, groundnut, and horticulture value chains. The project will focus on capacity building interventions for existing enterprises, using this as an avenue to create employment opportunities for youth and women in Kano State.  |
| **Job Purpose:** | SHA is looking for a dynamic individual to fill the role of Project Manager. The project manager will manage the day-to-day activities of the project, including activity planning, budgeting, supervision of staff and project implementation In addition, S/he will manage, partners, resources, and interface with external stakeholders to achieve the project’s targets, and objectives on time, within scope and budget in compliance with donor requirements. The post-holder will be responsible for providing strategic direction for the project’s technical and administrative components, and will work closely with SHA’s Nigeria team and the Global Enterprise team.  |
| **Key Responsibilities:** | **Strategic Leadership and Project Management*** Develop overall strategic plan for the project, in collaboration with government and partners ensuring alignment with project objectives and timelines
* Lead project implementation, ensuring the effective and efficient execution of project activities and work closely with the Global Enterprise Advisor on the overall project strategy.
* Develop, implement, monitor and evaluate innovative strategies for increased effectiveness of Enterprise Development Systems.
* Work closely with local stakeholders to ensure their active participation and support for project activities
* Ensure a high level of accountability to participants, stakeholders and donor ensuring effective feedback mechanism, regular communication, timely production and submission of plans, reports and assessment.
* Provide leadership and guidance to the project staff, fostering an environment of collaboration and teamwork.
* Ensure security of project team and resources in compliance with contract management procedures and systems. Communicate with relevant project actors in the field and provide timely report/alert to the Senior Management on changing contexts in safety and security across project locations.
* Ensure compliance with security procedures and policies as determined by country leadership.
* Proactively ensure that team members operate in a secure environment and familiar with the organization’s policies.

**Effective Implementation and Project Quality*** Ensure project quality assurance and oversight, which includes regular field visits in Kano.
* Oversee effective implementation of Monitoring, Evaluation, Accountability and Learning framework for the project.
* Ensure monitoring and evaluation, including climate resilience
* Establish and manage robust project management systems that integrate Value for Money (VFM) and enable adaptive management based on field level monitoring and feedback.
* Monitor risks that arise in the course of project implementation and implement rapid risk mitigation measures including effective communication to all stakeholders.

**Representation, Networking and advocacy*** Establish and maintain strong relationships, and regular communication with multiple stakeholders in Nigeria through co-planning and co-delivery of activities with the permanent actors of the system (government, civil society, private sector), to the full extent possible, maximising ownership.
* Represent the Project and where needed SHA more broadly, at national networks and events; Technical meetings as well as state and regional clusters – with INGOs, UNICEF, World Food Programme (WFP), Mastercard Foundation (MCF) World Bank and other relevant stakeholders at both national and state levels and provide necessary information to support external representations.
* Ensure a good coordination between local partners in terms of project delivery and coherence of implementation outputs.

**Finance and Compliance Management*** Ensure compliance with donor and SHA’s policies and procedures related to project implementation.
* Draft and/or review scope of work for hiring and management of technical consultants, including review for technical efficacy and contract budget.
* Ensure consistency between project budgetary and operational planning, aligning budgetary compliance with grant agreement and SHA financial policies and procedures.
* Lead on project budget amendment/realignment by closely working with the finance and operations teams.
* Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.
* Control the quality of the overall administrative and financial monitoring of the project and regularly reviewing the commitments, disbursements and budget forecasts.

**Team Management and Safeguarding*** Provide team members with information, tools and other resources to improve performance and reach objectives.
* Manage the performance of line-managed staff through objective setting, regular performance review, managing feedback and regularly monitoring performance development plans.
* Support the continual growth and professional development of all line-managed staff, ensuring that appropriate support and development mechanisms are in place.
* Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews.
* Demonstrate experience in and commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
* Establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities and contribute to the protection of program participants.
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| **Key Relationships:** | **Internal:** Country Director, Head of Programmes, Global Enterprise Advisor, , Project team, MEAL, Operations, Finance & Compliance and Security teams.**External: World Food Programme,** Ministry of Agriculture and Food Security, State Government, development partners, Business Development Service Providers and professional networks. |
| **Knowledge, Experience and Other Requirements** | **Education and experience:** * Tertiary qualification, University degree (master’s) in agribusiness, business administration, economics, social or political science or related field
* High level of computer literacy with a solid command of Microsoft Office suite

 **Experience** * General professional experience: 6- 8 years of professional experience in the private sector and Agric related MSME development.
* Extensive professional experience in capacity development and employment creation.
* Leadership/management experience: 4 years of management/leadership experience as Project/Team Leader
* Demonstrated experience in successfully managing large and complex programs in the Enterprise sector.
* Experience and conceptual understanding in systems strengthening, enterprise development, accountability and advocacy, resilience and community-led approaches.
* Experience coordinating and leading sub-grant partners and working with multiple partners.
* Experience working collaboratively with state, local, and ideally national government in Nigeria.
* Experience in development of high standard advocacy briefs, learning products, and quality donor reporting.
* Strong grasp of MEAL and using monitoring and learning information to adapt projects for maximising efficiency and effectiveness.
* Experience working with culturally diverse teams.

**Skills:*** Project management and implementation
* Excellent leadership and coordination skills (ability to prioritise and manage several tasks)
* Effective communication, problem solving and decision-making skills and diplomacy in communication
* Respect for cultural diversity and gender sensitivity
* Team leadership and mentoring
* Monitoring, evaluation and learning
* Communication, networking, facilitation and mobilisation.
* Organisational development
* Reporting and documentation

**Language Requirements:** Excellent written and oral proficiency in English language is required and proficiency in Hausa is an added advantage.**Desirable** **•** Gender and intercultural sensitivity • Positive outlook and team spirit • Adaptable and responsive disposition relative to the demands of the Project |

**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **1st July, 2024.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*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/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunity employer.**