

JOB DESCRIPTION

Job Title:	Project Coordinator
Company:	Self Help Africa / United Purpose
Location:	Kabale
Contract type:	Fixed Term
Hours:	40
Reports to:	Head of Program and Business Development Coordinator.
Organisation overview:	<p>About Self Help Africa & United Purpose</p> <p>In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organizations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.</p> <p>This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade, and Cumo Microfinance.</p> <p>In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, and gender inequality, and improve access to clean water, sanitation, and hygiene.</p> <p>This is an exciting time to join us as we unite two like-minded and entrepreneurial organizations seeking to tackle global challenges in progressive and innovative ways.</p>
Job Purpose:	The purpose of the job is to coordinate all aspects of the project and bridge the gap between technical teams, project, and stakeholders to ensure the successful execution of the project activities towards achieving the broad project objectives.
Key Responsibilities	<p>Responsibilities (R) and Activities</p> <p>R1: Project Implementation and Sustainability.</p> <ul style="list-style-type: none"> Take the lead in project planning, budgeting, and implementation and monitoring of progress whilst ensuring the following implementation approaches namely, Functional Landscape Approach (FLA), Ecosystem-based approach, Market System Development approach (MSD): Integrated Land Management (ILM) approach; Climate Smart Agriculture (CSA): Farmer Field School are fully planned for as appropriate. Ensure the project implementation of approaches namely, Functional Landscape Approach (FLA), Ecosystem-based approach, Market System Development approach (MSD): Integrated Land Management (ILM) approach; Climate Smart Agriculture (CSA): Farmer Field School are fully integrated and streamlined inappropriate project activities. <ul style="list-style-type: none"> Support project participants and their groups to improve productivity, added value, quality, and volume for market-led livelihood activities. Provide technical support to project participants on land management activities, market analysis, and understanding specific value chains. Support the Project Manager in the development of project management documents such as project budgets, project schedules, and project plans. Monitor project progress and handle any issues that arise. Use the tools to monitor plans and budget expenditures. Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project. Help the project manager to monitor project progress, handle any issues that arise, and provide updates to project stakeholders.

- Foster cross-team collaboration to help project team members complete project tasks and produce deliverables.
- Meeting with project clients to assess their needs and define project requirements, acceptance criteria, and project timelines.
- Assess project risks and issues and provide solutions where applicable.
- Actively facilitate the translation of intervention strategies into action plans with concrete activities targets and timeframes.

R2: Stakeholders and partner engagement.

- Engage project stakeholders' using various approaches and platforms to create awareness of SHA intervention,
- Act as the point of contact and communicate project status to all participants.
- Document and follow up on important stakeholder concerns, actions, and decisions and advise management on the appropriate course of action.
- Ensure stakeholder views are managed towards the best solutions.
- Network and collaborate with District Local Government, AICM, and other relevant stakeholders in respect to project implementation.
- Coordinate and support IACM to implement the project and ensure adherence to the terms and conditions of the sub-grant agreement.
- Support the Project Manager to review the work of the implementing partner and partner funds request projections.

R3: Private sector engagements.

- Ensure integration of the project with other ongoing Resilience and Livelihood activities including that of SHA and governments.
- Develop a project strategic plan for the engagement of the private sector actors taking into consideration the Ecotourism strategic plan.
- Participating in forums on land management, market engagement, and value chains to collect and share best practices and promote SHA's work.
- Work with Project Manager to support the implementing partner to identify the private sector actors and
- Provide consistent and regular eco-enterprise support, mentoring, and follow-up to enterprises including production support to ensure a successful enterprise.
- In collaboration with the Project Officer Ecotourism, support successful eco-enterprise/business set up including setting up financial records, business plans, and business and financial linkages.
- Identify opportunities for value addition of eco-enterprises/businesses and provide instant training to project participants.
- Work with the Project Manager to support the implementing partner to identify potential partners who will promote eco-businesses and other business groups. Clarify their specific needs and help eco-entrepreneurs to communicate with these actors to plan concrete and successful completion of business transactions.
- Facilitate producer linkages with the private sector for purposes of developing a functional market system including employment for skilled youth/women.t

R4: Documentation, Reporting, and knowledge management

- Writes and submits comprehensive quarterly progress reports, specific activity reports, and any other reports when necessary to the supervisor in a timely manner.
- Work closely with the Project Manager; support the project teams and implementing partners to prepare realistic annual and quarterly work plans.
- Facilitate AICM g monthly and quarterly financial reporting, including the realization of activities versus budget utilization; (Providing input to) narrative and financial programme reporting.
- Support and contribute to periodically scheduled project reviews and provide the required technical support.
- Support the M&E officer in documentation and sharing of Impact/success stories and best practices to promote learning.
- Organize quarterly review meetings for partners and communities at the project sites to reflect on project approaches, tools, the impact of interventions, best practices, exit and sustainability strategies as well as create spaces and opportunities for action learning.
- Supporting the evaluation of SHA's enterprise development and capturing and sharing learning to improve and promote best practices in the sector.

Qualifications/Other Requirements:	<ul style="list-style-type: none"> • Minimum of bachelor's degree in agriculture, Agribusiness, Natural Resources Management, Land Management, Agricultural Economics, Enterprise Development, or related field. • At least 3 years of working experience in NGO, private sector, or government, at a technical level across development programmes focusing on any of the following fields: Sustainable Natural Resources Management, Land Management, Enterprise development and value addition, pro-poor financial services, business management or agri-business with strong private sector linkages, • Experience and knowledge in the design and implementation of both on-farm and off-farm enterprise development projects for individuals and groups • Experience with a wide range of stakeholder and partner management with national/regional companies; international agencies; community-based organizations; agribusinesses, etc. needed. • Working experience in agriculture marketing with excellent analytical/problem-solving and research skills, • Skills in training/facilitation of development processes including organization and mobilization of communities, enterprise development, and networking among different development partners, • Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, PowerPoint, and email.
Key relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Project Manager, the Project Team, Technical Coordinators & other project staff • Self Help Africa Uganda Country Programme Staff and administrative staff. <p>External</p> <ul style="list-style-type: none"> • Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organizations.
Most Critical Proficiencies:	<ul style="list-style-type: none"> • Excellent communication skills • Ability to work as part of a team across different cultures. • Ability to work with minimum supervision and take initiative. • Ability to solve problems and take corrective action. • Commitment to international and humanitarian NGO codes, standards, and practices

All candidates offered a job with Self Help Africa/United Purpose 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/United Purpose strive to be an equal opportunities employer.