**JOB DESCRIPTION**

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| **JD Unique ID:** | 65168 |
| **Job Title:** | Project Assistant, Rural Women Entrepreneurs (RWE) Phase 2: **Enterprise Accelerator** Project |
| **Company:** | Self Help Africa |
| **Location:** | Makurdi, Benue State |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 12 months |
| **Reports to:** | Programme Manager |
| **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 over 50 years of experience working in Africa, including 25 years in Nigeria (formerly 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 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.  In early 2023, we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, 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 innovative trading platform in East Africa, and CUMO - Malawi’s largest micro-finance provider.  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-changing world. ▪ **Community:** We are inclusive, honest and have integrity in our relationships.  To achieve our organisational mission, we work across sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition and WASH. |
| **Programme description** | The Rural Women Entrepreneurs (RWE) 2 project is a continuation of the GIZ funded Scaling Rural Women Entrepreneurs for Community-Led Digital Adaptation & Resilience in Africa project, which was implemented in Nigeria, Kenya, and Malawi. The intervention leveraged lessons learned in Bangladesh from the women-led social enterprise model and the collaborative development practices honed through the GIZ-funded Mobilizing Rural Women Entrepreneurs for COVID-19 Response and Recovery in Rural Bangladesh project. The 12-month pilot took an adaptive approach to implementing the model, evolving at each stage to respond to the unique contexts and demands of the proposed pilot countries.  The Rural Women Entrepreneurs (RWE) Phase 2: **Enterprise Accelerator** will build on the achievements of the initial pilot that ended in December 2023. The project's focus will be on empowering women entrepreneurs in existing women’s clubs through an incubator model that provide various targeted capacity strengthening including financial literacy support, product market development, and scale-up in the use of digital tools for both learning and customer recruitment. The project will work closely with these entrepreneurs across a diverse range of value chains such as agriculture, nutrition, WASH and well-being, integrating their existing business activities with new opportunities in these fields. The goal is to establish lasting connections and incentives that will sustain programme benefits beyond project support. Importantly, RWE aims to address gender disparities in enterprise support and access to resources for women in Nigeria, particularly in Vandeikya and Obanliku LGAs of Benue and Cross River States, through the integration of digital solutions, women-led social enterprises, and collaboration with multi stakeholders. By empowering women entrepreneurs and leveraging their networks, the project aims to support resilient, women-led businesses that improve wellbeing, promote economic opportunities, and strengthen community resilience. |
| **Job Purpose:** | The Project Assistant (PA) will be responsible for supporting the implementation of RWE 2 project including timely implementation of project activities, stakeholder engagement and consultation, capacity building, monitoring and evaluation, financial planning and management, and partnership development. The position requires familiarity with the context in which the project is being implemented, experience in enterprise development (in either civil society or private sector), VSLA/savings groups and capacity for critical thinking and adaptation based on learnings and findings during the implementation period. Experience with human centred design processes and/or experience working with a business incubator is preferred. The PA will report to the Programme Manager and is expected to coordinate closely with the team. |
| **Key Responsibilities:** | **Project Management**   * Support the development of the overall strategic plan for the project, in collaboration with government partners, team members, and women entrepreneurs using a human centred design approach. * Support to conduct assessment with due technical support from the project team. * Ensure the delivery of women led enterprise activities in line with the Project Activity Implementation Plan (PAIP) and SHA’s Operations Guidelines. * Design, test, and scale a business incubation & investment platform for women-led social enterprise in rural Nigeria. * Provide technical support to field teams, community partners, and other stakeholders to ensure on-time implementation of project activities, development of community-owned business plans, integration with government programming and services, and market linkages. * Ensure security of project team and resources in compliance with contract management procedures and systems. Communicate with relevant programme actors in the field and provide timely report/alert to the Programme Management on changing contexts in safety and security while in the field. * Ensure compliance with security procedures and policies as determined by country leadership. Proactively ensure you operate in a secure environment and familiar with the organisation’s policies.   **Knowledge management, monitoring and reporting**   * Support the development/identification of training modules, SBCC (Social Behavior Change Communication), IEC (Information, Education and Communication) and promotional materials as identified by participant’s business plans. * Conduct regular visits to fields, documentation of field activities including project’s impacts and results, and submit reports to line manager timely. * Maintain progress tracking of field level activities and adopt contextual strategic approach to meet the set targets along with field teams. * Track and keep record of WBCs’ business progress, and provide technical supports when required. * Support to M&E team for the tracking and monitoring of progress, data collection, database administration, documentation of the project’s impacts and results, as required. * Monitor risks that arise in the course of project implementation, and implement rapid risk mitigation measures including effective communication to all stakeholders. * Support periodic reporting to SHA country management and donor.   **Strengthening services and market linkage for women’s enterprise**   * Support community partners in developing digital literacy skills to facilitate digital service delivery and outreach activities. * Support the development of SBCC and IEC materials to local and project context in coordination with stakeholders at all levels. * Provide technical support to field teams in designing and conducting capacity strengthening activities for WBCs and women entrepreneurs as per WBC capacity development plan. * Provide strategic and technical support to field teams in the development and execution of business development plans of Women’s Business Centres (WBCs), and identification of value chains and market linkage for WBCs and women entrepreneurs. * Support the team to identify potential value chain market actors, service providers, stakeholders at local and regional level and develop strategies for analysing and addressing their constraints. * Provide strategic and technical support to field teams in strengthening capacity and exposure of WBCs and women entrepreneurs.   **Representation, Networking and advocacy**   * Conduct in-person outreach with potential partners, project stakeholders, community leaders, and others representing the organisation, the project, its activities and goals. * Establish and maintain strong relationships and regular communication with multiple stakeholders in community through co-planning and co-delivery of activities with the permanent actors of the system (government, private sector), to the full extent possible, maximising ownership. * Support the delivery of SBCC (Social Behaviour Change Communication), IEC (Information, Education and Communication) and promotional materials. Tailor SBCC and IEC materials to local and project context in coordination with stakeholders at all levels. * Ensure organisational and donor visibility during implementation of field activities.   **Transparency, Compliance and Safeguarding**   * 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. * Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities. * Provide support to 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 programme participants. |
| **Key Relationships:** | **Internal:** Global Advisor for Community-led Programming and Global Enterprise Advisor, Programme, MEAL, Operations, Finance & Compliance and Security teams.  **External:** Ministry of Commerce, Small and Medium Enterprise Development Agency of Nigeria (SMEDAN), Private Sector organisations, development partners and professional networks. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:**   * Bachelor’s degree in Business Administration, Economics, Entrepreneurship, or a related social science field. A master’s degree will be an added advantage. * ICT operation, and proficiency in MS Office.   **Experience**   * At least 3 years work experience with at least 1 year in an international development organisation/INGO/NGO implementing small enterprise development and incubation programmes. * Experience in women economic empowerment, community engagement, business development and/or market systems development and linkages is important. * Experience in capacity strengthening and development of women groups including cooperatives and federation. * Experience working with culturally diverse teams.   **Skills:**   * Project management and implementation skills * Self-leadership and coordination skills * Effective communication, problem solving and decision-making skills and diplomacy in communication * Respect for cultural diversity and gender sensitivity * Networking, training facilitation and mobilisation skills.   **Language Requirements:**  Excellent written and oral proficiency in English and relevant local language is required. |

**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.

Email title must be same as the position you are applying for and the location of the position.

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 **26th 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.**