**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | **Project Manager** – Integrated Climate Adaption & Community Resilience Building Project |
| **Company:** | Self Help Africa |
| **Location:** | Banjul, The Gambia |
| **Contract type:** | 1 Year Fixed – Term – renewable on conditions  |
| **Reports to:** | **Head of Programmes & Business Development**  |
| **Salary:** | Attractive |
| **Organisation overview:** | **About Self Help Africa & United Purpose** Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose. The organisation now works in 10 countries across sub-Saharan 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.We are driven by our vision for sustainable livelihoods and healthy lives for all in a changing climate, along with our core values of Impact, Innovation and Community. These values foster a culture of collaboration, inclusivity and a shared commitment to making a meaningful impact in the communities we serve. Our wider organisation also includes social enterprise subsidiary Partner Africa, which provides ethical auditing and consultancy services. |
| **Job Purpose:** | Self Help Africa’s current Irish Aid funded programme comprises 10 projects delivered in 7 countries (Burkina Faso, Ethiopia, the Gambia, Kenya, Malawi, Uganda and Zambia) in addition to Development Education activities implemented in Ireland.This position will lead implementation of the 5-year Irish Aid-funded project that aims to develop the oyster value chain whilst protecting and restoring the critical mangrove coastal ecosystems of The Gambia. The project targets female cooperatives of oyster producers in 3 regions: NBR, LRR & WCR. The programme started in 2023 and will end in December 2027.  |
| **Key Responsibilities:** | * Lead and manage effective implementation of all aspects of the project including oversight of project quality and accountability.
* Ensure compliance with all internal procedures and donor requirements.
* Monitor project budgets and ensure that all relevant financial procedures are complied with.
* Monitoring visits to projects.
* Consolidate field data and reports for reporting purposes.
* Prepare internal monthly, quarterly and annual narrative and financial reports to senior management and HO in line with reporting deadlines.
* Support the effective monitoring and evaluation of project outcomes and outputs.
* Support partner organizations and community representatives to deliver their responsibilities including timely reporting on project activities.
* Collaborate effectively with colleagues and local partners to achieve project objectives.
* Learning: Identify learning and best practices from the project and document these (including case studies).
* Safeguarding: Ensure that SHA’s safeguarding policies are rigorously applied both in the office and in the field and by the local partners.
* Other duties and tasks as assigned by the Country Director and HoP.
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| **Key Relationships:** | **Internal*** Head of Programmes & Business Development (Line Manager)
* Project Team (Project Officers, M&E Officer, Interns)
* Finance Team (Finance & Admin Manager, Project Finance Officer, Senior Finance Officer)
* HR, Admin & Procurement Coordinator
* Country Director
* Programmes Coordinator (West Africa) (HO)
* Irish Aid Programme Manager (HO)
* Global Advisory and Research Team (HO)

**External*** NGO Partners
* Co-Implementing Partners (FFHC, KART, NATC, TARUD, WIG)
* Project Donor
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| **Knowledge, Experience and Other Requirements** | **Essential*** A degree in a relevant field such as Agronomy, Agriculture, Rural Development, Environmental Science and Public Health, or equivalent
* Knowledge and experience of the challenges facing local communities living in poverty, particularly those experienced by women
* Proven skills in data collection, reporting and budget management
* Proficiency in Microsoft Excel and Word is required
* Effective interpersonal and communication skills is required
* Must be a good team player
* Strong research and analysis skills – both desk-based and field research.

**Desirable** * Fluent in written and spoken English, with ability to speak at least 1 other local language.
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| **Application procedure:** | <https://selfhelpafrica.org/ie/category/careers/careers-west-africa/> 1. Please download the Job description
2. Please upload a completed Application Form, CV and cover letter outlining your suitability for the role.
3. Email title must be same as the position you are applying for and the location of the position.
4. In the cover letter (not more than 2 pages), please ensure to explain the following:
* Why you are applying for the position
* How do your skills and experiences meet the job’s specification
* When will you be able to take up the position if successful.
1. The deadline for this application is **31st January 2025.** Only shortlisted candidates will be contacted.
2. Self Help Africa is an equal-opportunity employer and will never ask for funds as part of the recruitment process. Female candidates who meet these qualifications are highly encouraged to apply.
3. Report Fraud at <https://wrs.expolink.co.uk/selfhelpafrica>
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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.

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