**JOB DESCRIPTION**

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| **JD Unique ID** |  |
| **Job Title** | Project Coordinator |
| **Company/Employer** | Self Help Africa |
| **Location** | Kabale |
| **Contract type** | Fixed Term |
| **Reports to** | Project Manager |
| **Organisation Overview** | **About Self Help Africa**  Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.    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, 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. |
| **Job Purpose** | * This position is specifically designed for the project transition and close-out phase. The successful candidate will be responsible for ensuring smooth project completion, comprehensive stakeholder communication, and proper handover of all project activities and outcomes. * She/he will coordinate all transition activities during the project close-out phase, ensuring effective communication with all stakeholders, completion of end-line assessments, preparation of final reports, and successful handover of project outcomes to partners and beneficiaries. This role bridges the gap between project completion and sustainable continuation of interventions. |
| **Key Responsibilities** | **R1:** **Project Transition and Close-Out Management**   * + - Lead transition planning: Develop and implement comprehensive project close-out plans, ensuring all activities are properly concluded     - Coordinate handover activities: Facilitate transfer of project knowledge and responsibilities to implementing partners and beneficiaries     - Sustainability planning: Work with partners to ensure continuation of key interventions beyond project period     - Knowledge transfer facilitation: Ensure all technical knowledge, best practices, and methodologies are properly documented and transferred     - Exit strategy implementation: Execute planned exit strategies for all project components and locations     - Final activity completion: Ensure all remaining project activities are completed according to approved work plans   **R2:** **Comprehensive Stakeholder Communication and Engagement**   * Comprehensive Stakeholder Communication and Engagement * Stakeholder mapping and communication: Identify and communicate with all project stakeholders regarding transition plans and timelines * Community engagement: Conduct community meetings to communicate project closure and handover arrangements * Government liaison: Maintain regular communication with the District Local Government and relevant authorities about project completion * Partner coordination: Work closely with IACM and implementing partners to ensure smooth transition of responsibilities * Donor communication support: Assist in preparing communications to donors regarding project completion and outcomes * Beneficiary engagement: Ensure beneficiaries are informed about project closure and continuation arrangements * Feedback mechanism: Gather stakeholder feedback on project outcomes and the transition process * Stakeholder Exit Meeting / Learning Forum**:** Organize a formal project closure meeting or learning forum with key stakeholders, including government, CSOs, private sector, and community representatives, to reflect on results, share lessons, and discuss post-project collaboration opportunities. * Partner Handover Memos / MOUs: Coordinate the signing of simple handover agreements or updated MOUs with key partners to document the transfer of roles, tools, or responsibilities post-project. * Media and Public Awareness Campaign: Work with local media (radio, TVs, community connectors) to increase awareness on project closure, key achievements, and ongoing community-led efforts.   **R3:** **End-Line Assessment/ Evaluations, Documentation, Learning, and Knowledge Management**   * End-line survey coordination: Support the coordination and implementation of end-line assessments and evaluations * Data collection facilitation: Coordinate with M&E team and external evaluators for final data collection activities * Impact assessment support: Assist in documenting project impacts and outcomes for final evaluation * Baseline comparison analysis: Support analysis comparing end-line results with baseline data * Beneficiary impact documentation: Document stories and testimonials of project impact on beneficiaries * Partner evaluation: Conduct final assessments of partner performance and capacity development * Project documentation finalization: Compile all key project documents, including technical reports, case studies, lessons learned, and good practices for future use by stakeholders and the organization. * Knowledge management repository: Work with the M&E team to establish a shared repository for all relevant project resources accessible to partners and stakeholders.   **R4:** **Partner Handover and Capacity Transfer**   * Partner capacity assessment: Assess the implementing partner capacity to continue key interventions * Capacity building finalization: Complete any remaining capacity building activities for partners * Systems transfer: Ensure proper transfer of project systems, procedures, and tools to partners * Financial handover: Coordinate final financial transfers and account closures with partners * Ongoing support planning: Develop plans for any continued technical support to partners post-project * Partnership agreement closure: Ensure proper closure of all partnership agreements and sub-grants |
| **Key Relationships** | **Internal**   * Project Manager, the Project Team, Technical Coordinators & other project staff * Self Help Africa Uganda Country Programme Staff and administrative staff.   **External**  Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organizations. |
| **Knowledge, Experience and Other Requirements** | * Minimum of a 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, * At least 3 years of working experience in project close-out, transition management, or similar roles * Proven experience in stakeholder communication and management during project transitions * Experience in preparing final project reports and documentation * Experience working with implementing partners and capacity transfer * Strong analytical and documentation skills * Excellent communication and facilitation skills * Experience with donor reporting and compliance requirements * Strong skills in Microsoft Word, Excel, PowerPoint, and database management * 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. |

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *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 opportunities employer**