

JOB DESCRIPTION

JD Unique ID:	KEM3/PM/2025
Job Title:	Project Manager – GEA-CAM Restore Africa Project
Company:	Self Help Africa
Location:	Elgeyo Marakwet County
Contract type:	Fixed Term, Full Time
Hours:	37.5 hours a week
Reports to:	Country Programmes & M&E Manager
Annual Gross Salary:	Kes 3,000,000/-
Benefits:	22 days annual leave, Medical Insurance, 10% Employer pension contribution and 25% Leave allowance
Organisation overview:	<p>About Self Help Africa:</p> <p>Self Help Africa (SHA) is an international NGO, dedicated to taking an enterprise approach to reducing poverty in sub-Saharan Africa. Headquartered in Ireland, with offices in the UK, the US and six African countries, SHA focuses on agriculture and agribusiness as the engine of growth in Africa. Our approach is collaborative and market based. Although we see our primary clients as smallholder farmers in Africa, we work with all participants in agricultural value chains. With over 200 staff worldwide, and a global turnover of over €20m, SHA currently runs programmes on behalf of a range of organisations including the European Union, Irish Aid, the World Food Programme and the UK Department for International Development across six African Countries.</p>
Job Purpose:	<p>SHA is part of the Global Evergreening Alliance (GEA) https://www.evergreening.org/, https://experience.arcgis.com/experience/bf3601ce3a364bfc9c57765082b51b7f/.</p> <p>GEA has received funding from Climate Asset Management (CAM) and formed a consortium to implement the project in Kenya through World Vision Kenya, the lead agency, and SHA one of the implementing organizations for Elgeyo Marakwet County. The Programme goal is sustained improvement in eco-system restoration, livelihoods, and resilience to climate change for 250,000 smallholder farmers and pastoralists (men, women and youth) covering 250,000 hectares of land in four target Counties in Kenya by 2052. This programme will enable build substantial carbon sinks and sequestration opportunities, allowing viable returns to both small-holder farmers and investors. The programme will seek to achieve this through: 1) Increased resilience and diversified livelihoods for small-holder households; 2) Improved sustainable income for communities from resilient climate smart value chains; 3) Diversified and sustainable income streams through carbon market engagements; and 4) Strengthened institutional, knowledge sharing and regulatory systems/framework (policies) for climate-responsive planning/ development and carbon trading.</p> <p>The project involves supporting farmers, pastoralists and agro-pastoralists to increase the tree cover on their land through appropriate approaches, including planting agroforestry species on farmland; establishing/ extending/ restoring woodlots, plantations and natural forests; working with pastoralists and the Conservancies to increase tree cover through Farmer Managed Natural Regeneration (FMNR); and restoring gullies and eroded land through tree planting and physical structures (bio-engineering).</p> <p>The project supports farmers, pastoralists and agro pastoralists to develop enterprises linked to trees: honey, handicrafts, gum arabic, fruit, etc, and links the project participants to microfinance opportunities. The project aims to improve the dietary diversity of the participants and, eventually, to create income for the participants through the sale of carbon credits.</p> <p>The project has run since 2022 and is at a critical stage that SHA requires a project manager with a blend of technical expertise in implementing Carbon</p>

	Credit projects with strong project management skills, and excellent interpersonal abilities to ensure the project is impactful, compliant, and well-managed.
Key Responsibilities:	<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • The Project manager is responsible for the overall delivery of the project on behalf of Self Help Africa and World Vision. • Lead and manage all aspects of the project cycle: planning, implementation, quality, reporting, accountability, monitoring and evaluation. • Develop annual, quarterly and monthly plans and budgets for the project and monitor allocation of resources, anticipating changing requirements that may impact work delivery, • Train staff to measure tree growth, tree densities, tree cover, soil and tree carbon, and conduct GNSS ground truth surveys using protocols developed by GEA and WVK. • Ensure all donor reporting requirements are adhered to including financial reporting in collaboration with the line manager and Head of Finance. • Lead co-ordination and communication across the various stakeholders including WVK, government agencies and GEA to ensure coherent and consistent delivery of the project objectives, • Co-ordinate and provide technical input for the implementation of the project including in the preparation of strategies, training materials, guides and manuals in liaison with the LINE MANAGER and partners, and ensure effective integration of core technical areas of Gender and Enterprise Development, • Represent SHA at government, donor, NGO and other relevant events in the field in close coordination with the line manager and ensure that the project collaborates and networks with stakeholders as appropriate, • Work with the Partners' communications team to develop a project communication and visibility plan and facilitate its implementation, • Ensure effective coordination and collaboration mechanisms are in place between SHA and WVK • Provide technical leadership on tree-based value chains • Provide technical leadership on tree planting, landscape restoration, agroforestry, carbon credits, and FMNR. <p>OPERATIONAL AND FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> • Manage and periodically review the project's budget in close collaboration with the line manager and Head of Finance, • Ensure compliance by SHA, WVK and GEA with contract requirements in planning, financial management, procurement, branding, monitoring and reporting, and facilitate further training where necessary. • Act as the focal point with SHA country office and HQ to ensure all programming, financial and administrative matters related to the project comply with donor and SHA policies and procedures, and are transparently, expediently, and effectively managed in line with established processes, rules and regulations, • Monitor external context and carry out adjustments to project plans, where necessary, • In liaison with the line manager ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, accidents, theft, etc.) are recorded and reported, • Ensure efficient use and management of project resources including transport <p>MONITORING, REPORTING AND RESULTS COMMUNICATION</p> <ul style="list-style-type: none"> • In conjunction with the M&E officer, facilitate monitoring and documentation of learning by ensuring that effective mechanisms are in place to monitor activities and outputs and assessments for project quality and impact and ensure project implementation is on time, target and budget, • Ensure monitoring plan is in place and undertake project monitoring visits from time to time,

	<ul style="list-style-type: none"> • Compile periodic project reports as required by the donor and SHA <p>PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none"> • Set clear direction and expectations for the project and enable project stakeholders to interpret competing priorities (Annual project key performance indicators) • Work closely with project partners to manage performance issues effectively to avoid adverse impact on the project, team morale and performance, • In liaison with LINE MANAGER promote a positive team culture that respects diversity and deals with barriers to inclusion, <p>REPRESENTATION</p> <ul style="list-style-type: none"> • In coordination with the line manager represent SHA at national, regional and international levels, to donors, local and national government authorities, other NGOs, and any other parties under this project, • In coordination with the line manager, lead on local, national and regional policy engagements, • Ensure that relationships and formal agreements with government and partners are maintained and updated as appropriate • Ensure proper project documentation and sharing with partners • Any other task assigned by the line manager.
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • SHA Country Director • SHA Finance, Logistics and Administration Team, • Kenya Agriculture and NRM Coordinator, • HQ Programme Quality Team <p>Responsible for</p> <ul style="list-style-type: none"> • Project Officers • Community Based Trainers. <p>External</p> <ul style="list-style-type: none"> • Elgeyo Marakwet County Government • Elgeyo Marakwet Conservancies • World Vision Kenya • GEA • Local NGOs • Forestry, agroforestry and carbon specialists in peer organisations.
Knowledge, Experience and Other Requirements	<p>Preferred Experience:</p> <ul style="list-style-type: none"> • Education: BSc or MSc in Forestry, Agroforestry, Rangeland Management, Agricultural Economics, Agricultural Extension, Agricultural science, or related discipline. • Experience: Minimum of five years of technical and managerial experience in carbon credit projects interventions, and specialized knowledge in areas like rangeland ecology, forestry science, or Farmer Managed Natural regeneration (FMNR) is beneficial. • Knowledge of Standards and Regulations: Familiarity with major voluntary and compliance carbon standards, such as the Verified Carbon Standard (VCS), Gold Standard, and the GHG Protocol. This will ensure project compliance and the quality of generated credits • Data Analysis and Management: Strong analytical skills for interpreting project data, forecasting numbers, managing large datasets, and ensuring the accuracy and integrity of all project data for reporting and audits • Leadership and Team Management: Ability to lead and coordinate cross-functional teams, provide technical direction, and ensure all team members understand and adhere to carbon requirements and procedures. • Stakeholder Engagement: Excellent communication, negotiation, and conflict resolution skills to effectively manage relationships with diverse stakeholders, including local communities, partners, government agencies, investors, and auditors

	<ul style="list-style-type: none"> • Problem-Solving and Adaptability: Strong conceptual problem-solving skills and the flexibility to adapt to changing project scopes, timelines, and dynamic regulatory environments. • Integrity and Transparency: A commitment to the environmental integrity of the project and SHA, ensuring all processes, reports and claims are credible, transparent, and can withstand independent scrutiny. • Project Development Lifecycle Knowledge: Expertise in all stages of project development, from identification and feasibility studies to design, validation, implementation, monitoring, and verification. Practical experience of developing community natural resources plans and maps is a plus. • Good understating of gender roles in forestry and pastoralist societies and practical experience of integrating gender equality into forestry, agroforestry and rangeland management. <p>Other Preferred Experience:</p> <ul style="list-style-type: none"> • Experience of tree-based carbon projects, carbon accreditation, and assessing carbon stocks in dryland forests. • Experience in soil and water conservation, watershed management and landscape restoration through bioengineering. • Knowledge of current Kenya laws and policies on tree carbon stocks. • Experience of working with pastoralist and agro pastoralist communities. • Knowledge of land tenure systems in Kenya. • Experience of GNSS field surveys, GIS software and Remote Sensing concepts.
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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 strives to be an equal opportunity employer.