****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Project Manager  |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Nebbi, West Nile |
| **Reports to:** | Head of Programmes |
| **Duration:** | Full-time 3 year contract |
| **Introduction:** | Self Help Africa (SHA) is an International Non-Governmental Organisation implementing rural development, sustainable food and livelihoods security programmes in 10 countries in Africa. SHA’s vision is an Africa free from poverty and hunger with a mission to develop enterprising solutions that enable smallholder farmers to achieve a better life. SHA has been working in Uganda since 1999 implementing rural development, sustainable food and livelihood security programmes.  |
| **Job Purpose:** | The purpose of the job is to manage the MANZO Youth Empowerment Project (MAYEP). MAYEP is a collaboration, funded by the EU, between Self Help Africa and the Agency for Accelerated Regional Development (AFARD). The overall objective of MAYEP is to contribute to sustainable poverty reduction among youth through increasing access to employment/self-employment opportunities for 3,000 youth in Maracha, Nebbi and Zombo (MANZO) districts in the West Nile sub-region.MAYEP has been designed to support youth to lead their own empowerment and economic development. The project places youth participation and empowerment at its core, promoting wider opportunities for youth to gain access to employment and/or profitable self-employment and to engage in dialogue with duty-bearers at community, district and regional level. The focus of MAYEP will be on building youth capacity, knowledge and work-readiness skills as a means for initiating employment and driving successful self-employment and enterprise development in high-value agricultural value chains with a particular focus on female youths.  |
| **Key Responsibilities:** | * Lead, manage and coordinate day-to-day planning, implementation and management of project activities according to the project document and project log frame;
* Overall management of human and financial resources of the project;
* Prepare standard progress reports (monthly, quarterly and annual), annual work plans and budgets for consideration by the Project Steering Committee;
* Ensure effective coordination of planned project activities among both SHA and implementing partners towards the timely attainment of the project outcomes and objectives;
* Ensure project compliance with all legal and donor requirements;
* Facilitate effective communication and decision-making between SHA and all stakeholders for effective process management;
* Act as the key focal point with SHA country office to ensure all programming, financial and administrative matters related to the project are transparently, expediently and effectively managed, in line with established EU rules and regulations;
* Ensure monitoring systems and tools are developed and used by all project staff to track project progress, and capture learning;
* Coordinate processes for project evaluation, document and share lessons learned with district, development partners and other stakeholders;
* Monitor the context and carry out adjustments to project plans and management on an on-going basis in light of changing context, resources, and opportunities;
* Represent SHA at national, regional and international levels, to donors, local and national government authorities, other NGOs, and any other parties as required.
 |
| **Key Relationships:** | **Internal*** Head of Programmes, Project Officers, Project Coordinators & other project staff
* Self Help Africa Uganda Country Programme Staff and administrative

**External*** External stakeholders, youth groups, government departments, private enterprises, BTVETs
 |
| **Qualifications/ Other Requirements:** | **Essential** * Masters level education in Development, Agriculture, Agribusiness, Education or related disciplines;
* Demonstrated knowledge of project management of a comparable project with a minimum 5 years’ experience at a similar level;
* A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners’ capacity building
* Considerable experience in budgeting/financial procedures, and writing management and financial reports to donors
* Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners
* Experience in participatory market surveys and value chain analysis of different agricultural commodities
* Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security and cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS);
* Skills in training and facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners such as youth groups, community-based organisations, government officers and SHA staff;
* Outstanding communication, interpersonal and presentation skills management and organizational skills, including proficiency in computer packages especially with MS Office and other related packages;
* Commitment to international and humanitarian NGO codes, standards and practices;
* High level of integrity and high standards of personal conduct;
* Willingness to travel.

**Desirable*** Experience working in the West Nile Region
* Experience working with youth groups
 |
| **Role Competencies:** | * Excellent communication skills.
* Ability to work as part of team across different cultures.
* Ability to work with minimum supervision and take initiative.
* Ability to solve problems and take corrective action.
 |

**Self Help Africa is an equal opportunities employer**