

JOB DESCRIPTION

Job Title:	Project Manager Empowering Women in the Cashew Value Chain project
Company:	Gorta Self Help Africa (GSHA)
Department:	Programmes
Location:	Brong Ahafo Region
Reports to:	Country Coordinator Ghana with accountabilities to the West Africa - Head of Programmes, Ouagadougou
Duration:	Full-time 1.5 year contract
Salary:	
Background	<p>Gorta Self Help Africa (GSHA) is an International NGO which supports rural development projects in Africa to reduce poverty among rural communities through local demand-driven initiatives in agriculture. Our goal is to support smallholder farmers to improving their livelihoods in a viable and sustainable way. SHA works with rural communities to bring sustainable solutions to the causes of hunger and poverty and enables local people to tackle challenges in ways which are practical, cost effective, and sustainable. Self Help Africa works in nine African countries.</p> <p>GSHA has been present in West Africa since 2007 working in Burkina Faso, Northern Ghana and Northern Togo and, since 2012, in Benin through local partners at grassroots level, bringing simple and effective innovations to farming, managing natural resources and working with the community to improve livelihoods.</p> <p>In Ghana, GSHA is co-implementing the Empowering Women in the Cashew Value Chain project with the African Cashew Alliance (ACA). This project, which targets 50% of its beneficiaries as women, will reach out to 25 000 small holder farmers in the cashew value chain in Ghana through diversifying livelihoods in cashew production, improving market access and strengthening local institutions to provide services to the beneficiaries. The project is scheduled for 3 years and it will be implemented in three districts; Bole, Sawla-Tuna-Kalba and Wenchi.</p>
Job Purpose:	The purpose of the jobholder is to manage the Empowering Women in the Cashew Value Chain project, with overall responsibility for effective and efficient management and delivery of the project through annual planning, budgeting, reporting, managing field officers and day-to-day project operations consistent with project cycle management and the project's goal and to the highest standards of programmatic quality.
Key Responsibilities:	<p>Project management</p> <ul style="list-style-type: none"> • Lead, manage and coordinate day-to-day planning, implementation and management of project activities according to the project document and project log frame • Develop and implement project plans with project staff, technical specialists and stakeholders to ensure effective project implementation • Provide technical support and guidance on cashew value chains, agricultural marketing, and other technical issues • Ensure that research studies envisaged by the project are designed, planned, and conducted to high standards • Ensure that the project adopts best practice in integrated rural development, agricultural marketing and adaptation and takes up

	<p>recommendations to ensure that lessons learned within the programmes are properly recorded and shared with other partners</p> <ul style="list-style-type: none"> • Ensure monitoring system and tools developed are used by project staff to track project progress, and capture learning • Ensure project compliance with all legal and donor requirements • Provide regular reporting to the Head of Programmes and Country Coordinator as per guidelines including preparation and consolidation of project monthly, quarterly and annual reports • 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 • Monitor project expenditure against budget, and preparation and submission of required project progress and financial reports on a regular basis • Develop and maintain strong relationships within and outside GSHA including with the Government of Ghana ministries and departments and with project partners, INGOs, local organisations, private organisations, community leaders and relevant networks working in the district and including those working within the wider agriculture sector • Work with SHA WA technical advisers to ensure that food security and nutrition, sustainable agriculture, gender, enterprise development and natural resource management issues are effectively mainstreamed in all activities • Ensure that the donor guidelines are adhered to particularly in regards to grant acknowledgement and reporting • Work closely with the MEAL officer to capitalise on technical experiences of the project • Coordinate processes for project evaluation, document and share lessons learned with development partners and other SHA stakeholders • In conjunction with the Head of programme and Programme Support Coordinators (Kenya & West Africa) maintain open and strong communication channels with our implementing partner the African Cashew Alliance <p>HR management</p> <ul style="list-style-type: none"> • Manage and supervise the work of project field officers • Ensure team and individual work plans are prepared and followed • Support field officers in preparing their annual performance development objectives • Undertake performance development reviews of the field officers <p>Resource mobilisation</p> <ul style="list-style-type: none"> • Support the Country Coordinator in the mobilisation of resources for the development of programmes and projects • Provide technical input into the development of project proposals <p>Logistics/Procurement/Assets Management</p> <ul style="list-style-type: none"> • Ensure efficient use and management of transport and other programme resources • Work with Ghana Accountant in procurement processes of projects inputs through outlined procurement procedures • Ensure that project implementation meets donor compliance requirements
--	---

	<p>Training</p> <ul style="list-style-type: none"> Establish knowledge gaps and specific learning needs of project staff (Field officers) and coordinate staff capacity building for effective project implementation In conjunction with other relevant technical advisors in West Africa Programme, coordinate the ToRs and training materials development in collaboration with the service provider <p>Networking</p> <ul style="list-style-type: none"> Promotion of the organisation's positive image through collaboration and networking Facilitate active networking with local and regional (Brong Ahafo and Northern Region) Government Departments, NGOs and private organizations implementing similar projects activities working in the project intervention area, for continued learning and sharing of experiences and best practices In coordination with the Country Coordinator, represent GSHA at the, Regional and district level; in forums with local and national government authorities, other NGOs, and any other parties as required; Any other duties as assigned by the Country Coordinator or Head of Programmes from time to time.
Key Relationships:	<p>Supervision & Collaboration</p> <ul style="list-style-type: none"> The Project Manager - Empowering Women in the Cashew Value Chain project is under direct supervision of the Country coordinator Ghana in Tamale but has accountability responsibilities to the West Africa Head of Programmes, (Ouagadougou), S/he will work under the supervision of the Country Coordinator and in close collaboration the Value Chain PM, Nutrition and the M&E Officer. <p>Accountability</p> <ul style="list-style-type: none"> Supervision: Works independently under the supervision of the Country Coordinator and Head of Programmes Development and within approved strategy and policy guidelines Responsibility over assets: Overall responsibility for the project budget, organizational resources and assets. <p>Relationships with others</p> <p>S/he will work in close collaboration others staff based in the regional or headquarter office.</p> <p>Internal</p> <ul style="list-style-type: none"> Self Help Africa WA Technical advisors & other project staff, Ghana office accountant Self Help Africa WA MEAL officers, SHA WA administrative and finance staff Programme Support Co-ordinator (HQ based) <p>External</p> <ul style="list-style-type: none"> Government Ministries/ departments: Department of Agriculture (DoA) Districts Assemblies

	<ul style="list-style-type: none"> • Research institutes (Cocoa research at Bole and Wenchi research institute) • African Cashew Alliance (ACA), • Private sector organisations • External stakeholders, <p>Other like-minded organizations and institutions</p>
Knowledge and Experience:	<ul style="list-style-type: none"> • 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. • Good knowledge and understanding of key aspects of development work; including food, nutrition, and livelihood security, agricultural marketing and value chains analysis methodologies (cashew sector), natural resources management and environmental resilience planning, cross-cutting themes (e.g. gender), and integration of disaster mitigation and climate change response in development programming. • Good experience in participatory market surveys and value chain analysis of different agricultural commodities. • Skills in training/facilitation of development processes, including mobilisation of communities and networking among different development partners such as community-based organisations and government officers. • Commitment to international and humanitarian NGO codes, standards and practices. • High level of integrity and high standards of personal conduct.
Qualifications/Other Requirements:	<p>Essential:</p> <ul style="list-style-type: none"> • MA level degree in Development, Agri-business, enterprise or Agriculture and related disciplines • Minimum 5 years' experience at a similar level managing an agribusiness, livelihoods, and/or agriculture projects. • Experience in managing projects from donors such as UE, DFID, USAID, etc. • Experience of line managing field officers • Proficiency in computer packages especially with Ms Word, outlook and Excel and other related packages • Excellent communication skills in written and spoken English <p>Desirable</p> <ul style="list-style-type: none"> • Working level of French will be highly advantageous. <p>Others</p> <ul style="list-style-type: none"> • 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. • Commitment to international and humanitarian NGO codes, standards and practices. • Commitment to respect of GSHA and donor procedures and policies • High level of integrity and high standards of personal conduct.
Obligations	<p>It is expected that the PM will:</p> <ul style="list-style-type: none"> • Carry out these accountabilities within the operating and process frameworks that apply to the whole organisation

	<ul style="list-style-type: none"> • Work together with all your key stakeholders – line and functional – to ensure organisational objectives, mission and vision are met • Exemplify highest standards of integrity, purpose & values • Be in a position to travel extensively • Being of Ghanaian nationality • Be readily available
--	---

This project is funded by Walmart Foundation

Gorta Self Help Africa is an equal opportunities employer

Only short listed candidates will be contacted. Women applicants are highly encouraged