

JOB DESCRIPTION

Job Title:	Programme Manager / Team Leader KILIMO – Value Chains
Organisation:	Self Help Africa
Department:	Programmes
Location:	Nairobi
Reports to:	Head of Programmes
Benefits:	21 days annual leave, Medical Insurance, 10% Employer pension contribution and 25% leave allowance
Expected Travel:	Significant nationwide travel and some international travel required
Job Purpose:	The Programme Manager will be the technical and operational head of the KILIMO-VC Implementation Team. S/He will be responsible for ensuring successful implementation of this 5-year, European Union-funded programme through providing strategic leadership, technical oversight and direct management of all activities related to the programme – in particular a EUR 18m challenge fund. A key function of this role will be managing effective partnerships with the Lead Firms/implementing organisations.
Key Responsibilities:	<p>PROGRAMME MANAGEMENT</p> <p>Provide technical and managerial oversight and leadership for the challenge fund including identification of potential MSMEs, financial analysis, business plan generation and revision, market analysis, building market and distribution channels, and accessing finance for KILIMO VC target MSMEs/Lead Firms in order to improve entrepreneurship, competitiveness, and investment-readiness within the project's key Value Chains. Specific tasks include:</p> <ul style="list-style-type: none"> • Lead and manage all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation. • Day to day management of the challenge fund • Support contracting of external consultants where required to address grantee capacity needs • Work in close liaison and ensure effective communication with the Lead firms and other stakeholders including SHA programme staff, EIB partner banks and the donor to coordinate coherent and

	<p>consistent delivery of the programme objectives</p> <ul style="list-style-type: none"> • Provide technical input for the implementation of the programme including in the preparation of work plans, strategies, training materials, guides and manuals and value chain integration; • In liaison with the Country Team Technical Advisors, ensure effective integration of core technical areas – Nutrition, Social Inclusion, Enterprise Development, Agriculture and Natural Resource Management • Represent SHA at government, donor, NGO and other relevant events in the field in close coordination with the Head of Programmes and ensure that the KILIMO Value Chain Programme collaborates and networks stakeholders; <p>OPERATIONAL AND FINANCIAL MANAGEMENT Ensure that the programme is implemented using value for money principles for effective and efficient delivery. Specific tasks include:</p> <ul style="list-style-type: none"> • Supervise the Grants team, other staff and consultants and facilitate effective team work and coordination • Manage the programme budget in close collaboration with the Head of Programmes and Head of Finance • Compile periodic programme reports as required by the donor and SHA • Ensure compliance by SHA and partners with contract requirements in planning, financial management, procurement, branding, monitoring and reporting, and facilitate further training where necessary. • Act as a focal point within the SHA country office to ensure all programming, financial and administrative matters related to the programme 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; • Conduct periodic reviews of staff performance in keeping with SHA's performance management system and mentor staff to ensure high levels of motivation, commitment, capacity and teamwork • 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>PLANNING AND MARKETING Lead the marketing of the fund to potential applicants including networking and launch events. Specific tasks and activities include the</p>
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	<p>following:</p> <ul style="list-style-type: none"> • Putting in systems that will attract high-potential and growth-oriented Lead Firms to the KILIMO VC programme • Analysis and targeting of marketing activities • Formulate strategy for each round of competition • Develop and define key messages for the target market • Support the planning, marketing and launching of the windows of the Challenge Fund. <p>GRANTEE SELECTION, CONTRACTING</p> <p>Manage the application and selection process including completion of all assessment visits, internal review and independent selection meetings and ensure that action is taken on the minutes. Specific tasks and activities include the following:</p> <ul style="list-style-type: none"> • Manage the selection process including completion of all organizational assessments, internal reviews, assessment and briefing of independent assessors. • Support the screening and selection of programme applicants, including due diligence process • Facilitate the assessment of the Lead Firms' capacity building needs and design and lead activities that build capacity of MSMEs/Lead Firms to address relevant technical and management constraints • Review of draft business plans and supporting documentation to ensure completeness, consistency and adherence to the grant terms and focus • Review of all contracting documentation and grant agreements to ensure they meet programme and client requirements <p>MONITORING, REPORTING AND RESULTS</p> <p>Monitoring and reporting on the progress of the fund technically and financially on a quarterly and half-yearly basis to reduce and manage risks. Specific tasks include:</p> <ul style="list-style-type: none"> • In conjunction with the M&E Coordinator, facilitate monitoring and documentation of learning by ensuring that effective mechanisms are in place to monitor activities and outputs and assessments for programme quality and impact and ensure programme implementation is on time, target and budget; • Ensure a monitoring plan is in place and undertake project monitoring visits from time to time • Check grantee reports and ensure that they are compliant with set policies and procedures
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	<ul style="list-style-type: none"> • Work with the M&E officer to ensure the measures necessary are in place to reduce and manage risk in the portfolio • Review, analyse and assess grantee performance against KPIs <p>OTHER</p> <ul style="list-style-type: none"> • Any other tasks as assigned by the Head of Programmes or Country Director
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Head of Finance and Administration • Finance and Administration Team • All Programme Coordinators • Imani Development Team • Country Director • Regional Enterprise Advisor • Programme Support Coordinator • Head of Region <p>External</p> <ul style="list-style-type: none"> • Lead Firms/MSMEs/Implementing Partners • Stakeholders including government, research institutions, financial institutions, external auditors, donors, and private companies
Knowledge and Experience:	<p>Essential</p> <ul style="list-style-type: none"> • At least 10 years' experience in the implementation of agri-business/enterprise development projects, 5 of which working with Lead Firms/MSMEs within value chains or related projects, at a similar level • Strong project management skills and understanding of project cycle management approaches and tools – including planning, project appraisal, monitoring and evaluation and partners' capacity building • Knowledge of agricultural finance, banking and investment/project appraisal • Experience of working with donors in development programmes would be an advantage • Experience of multi-year donor-funded Challenge fund programmes • A thorough understanding of Value Chain Development and designing strategies and approaches for enhancing Value Chain Integration • Excellent communication, interpersonal and team building skills • Experience in networking among development partners and government departments • Ability to apply functional marketing, business planning, enterprise finance and investment, business growth advisory service or related areas. <p>Desirable</p>

	<ul style="list-style-type: none"> • Familiarity and experience with EU regulations preferred
Qualifications/Other Requirements:	Essential: <ul style="list-style-type: none"> • Master's degree in Agribusiness, Management, Economics or related field required; • Strong computer skills especially with MS Word and Excel and other related packages • Valid Driving Licence
Role Competencies:	<ul style="list-style-type: none"> • Results-orientated with excellent organisational and communication skills, as well as enthusiasm and initiative • Proactive and motivated with a strong commitment to Self Help Africa's vision, mission and values • Attention to detail and the ability to produce timely and accurate reports • Ability to work as part of team across different cultures • Ability to work under pressure and on own initiative <small>SEP</small>

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: _____

Name and Date: _____

Self Help Africa is committed to equal employment opportunities