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**JOB DESCRIPTION**

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| **Job Title:** | Programme Manager |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Kampala with frequent travel to Kabale/Rubanda |
| **Reports to:** | Head of Programmes |
| **Job Purpose:** | The Programme Manager (PM) will be responsible for overseeing the implementation of a new EC-funded project, *“Striking a Balance: Developing a green economy around Lake Bunyonyi”,* that will be implemented by a consortium consisting of **Self Help Africa** (SHA-Uganda), **Kabale** and **Rubanda District Local Governments** and **African International Christian Ministries** (AICM). The overall objective of the project is to contribute to the inclusive and low-carbon economic transformation of communities in the Lake Bunyonyi Basin, generating sustainable economic growth, increased employment, reduced poverty, improved nutrition, and the sustainable management of their environment.  The PM will provide overall oversight to the project, ensure that project contractual obligations are adhered to, support and provide direction to implementing partners and maintain effective relationships with all other participating partners, civil authorities, communities and donors.  Additionally, the PM will support the Country Programme Team in the implementation of the Country Strategy Plan, including contributing to programme development and sharing of lessons learnt across the different projects and country offices.  This is a challenging role within Self Help Africa-Uganda and requires a highly committed and results-orientated person with excellent organisational and communication skills, as well as enthusiasm and initiative to lead. |
| **Key Responsibilities:** | **R1. Coordination and oversight of project activities**: To ensure overall effective coordination and implementation of project activities by partners in accordance to the approved project design and plan, EC agreement and the MoU that has been signed by consortium members.  **Tasks**   1. Provide leadership and management on all aspects of the project cycle: design, planning, implementation, quality and accountability, monitoring and evaluation. 2. Work in close liaison with implementing partners and other stakeholders to coordinate coherent and consistent delivery of the project objectives through the implementation of sustainable livelihoods, green enterprise development, natural resource management and institutional and policy development activities 3. Provide technical input for the implementation of the project including in the preparation of work plans, strategies, training materials, guidelines and manuals. 4. Conduct regular reviews of project documents, implementation plans and reports to ensure that project requirements are being met and are of quality standard 5. Initiate measures to integrate cross-cutting issues: i.e. gender, nutrition, youth and Climate Smart Agriculture, and mobilise other SHA resources for technical support in these areas. 6. Ensure partner organisations produce timely quality progress reports and compile progress reports sent from partners into appropriate donor reporting formats 7. Participate in the project’s management committee processes, ensuring that processes are documented and work with partners to develop and assess periodic activity plans 8. Initiate and document the processes and activities of the different structures (committees) that will be set in accordance to project design and facilitate such structures to perform their roles. 9. In collaboration with the Head of Programmes, oversee programme communication strategies, including compliance with donor’s branding and marketing requirements, as well as SHA marketing and communication procedures.   R2. Monitoring, Evaluation, Accountability and Learning (MEAL): Responsible for setting and overseeing the application of project M&E framework and mechanisms for documenting and sharing lessons learnt.  **Tasks**   1. With support from the Program Coordinator for Monitoring Evaluation and Learning, develop an M&E system for the project, and ensure it is regularly refined to meet changing project and donor needs; 2. Liaise with the M&E resource persons within the CO and SHA HO to ensure appropriate M&E tools are developed and processes facilitated 3. Initiate and oversee the processes for the Monitoring and Evaluation of the project that are in line with the project design and EU contract 4. Initiate the documentation and dissemination of project processes and outcomes within SHA Uganda and other SHA COs and key stakeholders. 5. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups.   **R3: Management of Project Resources (human and financial):** Ensuring that project’s financial and other resources are accounted for and managed efficiently.  **Tasks**   1. In close collaboration with the Head of Programmes and Head of Finance, manage the project’s finances by monitoring monthly spend against budget, and ensure that all financial records (including expenditure reports) are prepared in accordance with the project agreement and SHA financial procedures. 2. Monitor project expenditure for all consortia members, ensure that expenditure reflect financial plans and activities taking place on the ground and provide explanations for variances; 3. Follow-up with partners in order to ensure accurate and timely preparation and submission of sub-grant financial plans and reports, and ensure that the grants are utilized as per the approved project budgets and in compliance with SHA and EU regulations; 4. Initiate liaison with SHA admin and finance department, in order to ensure that sub-grants are delivered in a timely way and that recommendations by finance department are implemented by the partner in a timely manner. 5. Identify the need for, and initiate the timely procurement, use, proper maintenance and security of appropriate goods, equipment and services, in accordance with existing SHA policies and systems 6. Approve and authorise expenditure according to SHA policies and systems 7. Ensure project staff are properly trained in SHA administrative and programme procedures and policies.   **R4: Networking and liaison with other stakeholders and policy engagement:** Initiate and manage cooperative and productive linkages between the project and CSOs, communities and local authorities.   1. Undertake organisational capacity assessments of partners and coordinate relevant training/mentoring for capacity building needed to support project implementation. 2. Support SHA partners to understand and practice ethical codes of conduct, that are in line with SHA’s own core values; 3. Initiate and oversee strategies for engagement of civil society in policy formulation at local, regional and national levels, and support the implementation of agreed policy engagement initiatives 4. Based on consultations with project stakeholders over the course of the project, write a management plan for Lake Bunyonyi 5. Identify opportunities and coordinate the implementation of mechanisms for greater engagement of other private and public education services providers and explore creative mechanisms for engaging and working with these stakeholders in the implementation of the project; 6. Ensure good working relationship with all project stakeholders including government, civil society, private sector and beneficiaries, ensuring they are fully involved in planning and design, implementation, monitoring and reporting of project activities as appropriate. 7. To explore and implement mechanisms for the promotion of sharing of experience with other projects in the CO, as well as with other NGOs in the sectors, and this could include cross visits, lessons learned papers, etc. 8. Participate in national or regional NRM (and other project related) initiatives like planning and other action beyond the project level, and initiate collaboration in these areas with partners and other stakeholders, when appropriate.   **R5: Country office strategy processes:** Support Country Management Team with the implementation of CSP, including new programme development and proposal writing. This is expected to take up to 30% of time.  **Tasks:**   1. Contribute to the design of programmes and strategies in line with SHA’s mission, priorities and guidelines. 2. Support the Country Programme Team in fundraising, identifying new funding opportunities for project development 3. Participate in proposal writing and budgeting for new projects 4. Perform any other duties assigned by the SHA Head of Programmes or Country Director. |
| **Key Relationships:** | * **Reports to** Head of Programmes (with CD oversight) * **Collaborates with** Self Help Africa Uganda Staff, Consortium Partners (Kabale and Rubanda District Local Governments and African International Christian Ministries), EU, SHA Programme Support Coordinator and Technical Advisors at Head Office. * Liaises with other government, NGO and private sector officials in the project area and Uganda in general |
| **Essential Qualifications and Experience** | * A Bachelor’s Degree in environmental/natural resource management, agriculture, rural development, horticulture, or related subject * Minimum 5 years’ experience with at least 3 at a similar level managing projects focused on natural resource management, sustainable livelihoods and/or developing the green economy * Experience in managing NRM networks and/or supporting local/regional or national policy engagement initiatives for NRM involving multiple stakeholders * Good understanding of gender dynamics and issues related to smallholder agriculture production and gender interaction systems in Uganda * A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners’ capacity building * Extensive experience in budgeting and financial procedures * Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners |
| **Desirable Qualifications and Experience** | * An MSc in development management, agriculture, natural resources management, enterprise development, rural development or related subject * An additional qualification or training in Project Management * Expertise in rural enterprise development and delivery of business development services * Experience in drafting policy/planning documents for NRM * Knowledge of the functional landscape approach * Experience in lake management planning processes. |
| **Role Competencies:** | * Excellent written and oral communication skills * Excellent analytical skills * Experience in Networking with other organisations and excellent negotiation skills * Good interpersonal and cross-cultural skills * Ability to work with minimum supervision and to work under pressure and on own initiative. * Ability to work as part of team across different cultures. * Ability to solve problems and take corrective action. * People management skills. * 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. |