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**JOB DESCRIPTION:** PROJECT MANAGER

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| **Job Title:** | Project Manager (PM) | |
| **Company:** | Self Help Africa | |
| **Department:** | Programmes | |
| **Reports to:** | Head of Programmes (HoP) | |
| **Location:** | Kabale (covering South Western Uganda and Part of Eastern Uganda) | |
| **Preferred start date:** | Immediately | |
| **Contract period:** | Two years | |
| **Job Summary:** | The Project Manager will be responsible for overseeing the Implementation of a Market Driven potato varieties project, within the scope, budget, timeline and acceptable quality levels specified in the contract signed with the International Potato Centre(CIP); the lead partner for this project.  The job holder will facilitate planning, implementation, monitoring and reporting of project activities aimed at commercial transformation of the potato seed business. In particular, they will support Seed Businesses / Seed producer’s, access to rooted apical cuttings of new and robust potato varieties for the production of potato seed, and promote farmer uptake of seed produced from cuttings. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: ): Project Leadership and Management**   1. Develop project implementation plan, as per the SHA project management procedures and donor requirements. 2. Initiate procurement apical cuttings from private nurseries and distribution of rooted apical cuttings to seed businesses as well as to previously identified farmer groups for awareness creation of their members. 3. Support to seed businesses in the production of rooted apical cuttings and/or their field multiplication to produce seed by providing business skills training. 4. Ensure purchase of high-quality seed of new varieties produced from rooted apical cuttings by the trained seed businesses 5. Distribution of new varieties and cuttings to previously identified farmer groups in small packs for awareness creation of their members 6. Support to the training of potato farmers on on-farm conservation of seed produced out of rooted apical cuttings 7. Link seed businesses to different clients. 8. Techncial capacity building to Seed Businesses**.** 9. Active participation to the project meetings /workshops and other relevant events 10. Manage project closure and hand-over of assets and provide up-to-date project files to SHA Uganda management and other stakeholders as per donor contract. | * Clear and structured project management approach and achievement of deliverables * Roles and responsibilities understood * Compliance to relevant procedures and systems set up for smooth implementation * High quality and timely delivery of project results * Timely reporting and compliance with both SHA and donor requirements at project level. * Adequate risk management |
| **R2: Monitoring, Evaluation, Accountability and Learning (MEAL)**   1. Assure monitoring of project activities and data collection on the direct and indirect project beneficiaries reached. 2. Assessment of farmer feedback and market performance of the different potato varieties introduced. 3. Monitoring and quality assurance of the collection of production, economic and marketing data of the supported seed businesses 4. With support from M&E Coordinator, formulate and implement M&E plan (including external and internal reviews and evaluations) and (donor) reporting for project, including risk monitoring and reporting on changes, deviations and taking corrective / mitigation actions if needed to keep the project on track 5. Spot checking and data collection (yield, gross margin) on how potato farmers are benefitting from the use of improved planting material (rooted apical cuttings) 6. Setting up a feedback loop for potato farmers enabling them to provide feedback on their exposure to the newly released, robust potato varieties 7. Support CIP in the development of monitoring templates and logbooks 8. Explore opportunities for positioning, innovation, upscaling and potential follow up projects | * Effective monitoring, reflection and evaluation system * Timely interventions if deviating from plan * Project reporting contribute to sector learning and SHA track-record externally. |
|  | **R3: Network and Relationship building**   1. Initiate and manage cooperative and productive linkages with external partners and the donor(s) by ensuring a high level of SHA visibility and branding according to donor guidelines 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, national levels and support the implementation of agreed policy engagement initiatives 4. Participate in national or regional initiatives related to the project sector/theme and this could include planning and other action beyond the project level and initiate collaboration in these areas with partners and other stakeholders, when appropriate. | * Good cooperation and coordination between SHA, CIP, project partners and other relevant stakeholders. |
| **Qualifications/Other Requirements:** | * Minimum of Bachelors Degree in fields related to Agriculture, Agribusiness, Economics, Business Management or related disciplines * Demonstrated knowledge of project management of a comparable project with a minimum 4 years’ experience in potato related work and/ or research. * Experience in participatory market surveys and value chain analysis of different agricultural commodities * Skills in training and facilitation of development processes, including organization and mobilization of communities and networking among different development partners. * 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 practises; * High level of integrity and high standards of personal conduct;   **Desirable**   * Experience working in the project geographical region * Experience working with local seed businesses and private sector actors. * Strong Agricultural Research Orientation. | |
| **Role Competencies:** | * Excellent communication skills * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. | |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Self Help Africa is committed to equal employment opportunities