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**JOB DESCRIPTION:** AGRIBUSINESS PROJECT MANAGER

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| **Job Title:** | Agribusiness Project Manager  |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Reports to:** | Head of Programmes (HoP) |
| **Location:** | Kiryandongo (covering Omoro and Adjumani Districts) |
| **Preferred start date:** | Immediately  |
| **Contract type:**  | Full*-*Time3Monthsterm, withpossibility of extension |
| **Job Summary:** | The Project Manager will ensure development of sustainable and profitable agri-enterprises (cooperatives, agro processors, micro businesses, buyers, input dealers etc) that will improve the competitiveness of agricultural producers to respond to new and expanding market opportunities. The Job Holder will be responsible for proper budget monitoring and management, supervision of Project Officers, representation and coordination with key stakeholders at the District level.  |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Provide Technical oversight.** 1. Provide overall leadership in applying value chain and market system approaches and a learning process to ensure project interventions are targeted and responsive to evolving market requirements and upgrading needs.
2. Steer the process of identification and engagement of agri-enterprises to expand their business model (e.g. out growers, aggregation agents, input agents etc) that provide economic opportunities and services for farmers.
3. Assess and identify market opportunities and product niches along the stages of the value chain and facilitate market exchanges and contractual agreements
4. Facilitate access for input and output market for smallholder farmers through adapting a farmer and private sector led approach.
5. Facilitate sustainable access to financial service and products for smallholder farmers and agribusiness enterprises through partnership with financial service providers and integration of Savings and Loan Association in all the farmers groups.
6. Oversee the development and strengthening of farmer area cooperatives and farmers organisation to perform market function e.g. utilisation of the Satellite Collection Points.
7. Support Project Officers to conduct/facilitate trainings on relevant technical areas including; farming as a business, Postharvest handling, market information systems, warehouse receipt system, VSLA, and value addition.
8. Conduct refresher and specialised trainings as needed with staff and partners and design necessary didactic materials (manuals, handouts etc).
9. Conduct continuous market intelligence and assessments to inform programming including identification of sectors and value chains that have high potential to benefit the smallholder farmers.
10. Coordinate with other Project Officers to support farmer and producer organizations to evaluate market requirements and develop production plans responsive to market demands.
 | ●Strong integration of enterprise development approach and inclusive market system approaches adopted in the project ●Increased market participation of smallholder farmers. |
| **R2: Project Leadership and Management**1. Prepare and oversee project implementation plans and ensure effective project management to ensure timely delivery of programme activities including monitoring against log frames, performance management work plans
2. Supervise Project Officers and provide technical assistance to staff in agribusiness, value chain analysis and development, competitiveness, business enabling environments, and marketing associations
3. Plan and assign deliverables and activities to all relevant stakeholders, review their progress and address deviations in terms of timelines and quality, based on agreed outputs and budgets
4. Oversee budget management (budgeting, cash forecast, financial accountability etc) and interface with logistical and procurement department.
5. Submit high quality internal and donor reports.
 | ●Quality Implementation of AMS project, within the scope, budget, timeline and acceptable quality levels specified in donor contract.  |
| **R3: Monitoring, Evaluation, Accountability and Learning (MEAL)**1. With support from M&E Coordinator, formulate and implement M&E plan (including external and internal reviews and evaluations) and (donor) reporting for the project, including risk monitoring and reporting on changes, deviations and taking corrective/mitigation actions if needed to keep the project on track
2. Document and disseminate case studies, best practices on market development activities and lessons on working with private sector for innovative services
3. Conduct pilot studies and research relevant to the program and aimed at informing implementation and learning.
4. In collaboration with the MEAL Coordinator, engage in development and rollout of agency tested tools and initiatives to ensure consistent high-quality implementation
5. Ensure full synthesis, analysis and documentation and sharing of project insights, processes and outcomes within SHA Uganda and other SHA COs and key stakeholders
6. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups.
7. Explore opportunities for positioning, innovation, upscaling and potential follow up of the project
 | ●Effective monitoring, reflection and evaluation system●Timely interventions if deviating from plan ●Project reporting and contribution to sector learning and SHA track-record externally.  |
|  | **R4: 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 and WFP 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. Effective management of relationships with District Local Goverments (DLGs) WFP Regional Office in Gulu and UNCHR and OPM offices in Adjumani and Kiryandongo
4. 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
5. Participate in regional and national 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 national counterparts, project partners and other relevant stakeholders. |
| **Key Relationships:** | **Internal*** Head of Programmes, Project Officers, Technical Advisors & other Project Staff
* Self Help Africa Uganda Country Programme Staff and administrative staff

**External*** Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations
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| **Qualifications/Other Requirements:** | * Bachelor’s degree (Masters degree preferable) in Business Administration, Agribusiness, Agricultural Economics, Enterprise Development or related field,
* At least 3-5 years of project management experience in NGO, government or private sector at technical level across development programmes focusing on enterprise development, value chain development, value addition, business management or agri-business with strong private sector linkages,
* Experience and knowledge in the design and implementation of both on-farm and off-farm enterprise development projects for smallholder farmers,
* Experience in on-boarding and managing private sector partners,
* Working experience in agriculture, livestock, or the natural resources sectors, marketing with excellent analytical/problem-solving and research skills,
* High level skills and experience in planning, budgeting and writing management and financial reports to donors,
* Skills in training/facilitation of development processes including organisation and mobilisation of communities, enterprise development and networking among different development partners,
* Commitment to international and humanitarian NGO codes, standards and practices,
* Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email.

**Desirable*** Experience working in the project geographical region
* Experience working with farmer groups and private sector actors.
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| **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.
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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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