

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Project Manager

DEPARTMENT/PROJECT: SBOSH&BEIERSDORF Projects

SUPERVISOR: Program Director

LOCATION/DUTY STATION: Siaya County

DATE OF EMPLOYMENT: August 2019

GRADE: H

JOB SCORE:

CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment

JOB SUMMARY & PURPOSE:

Reporting to the Program Director, the Project Manager will be responsible for strong project implementation for two projects: Strengthening Business Orientation of Smallholder Farmers (SBOSH) in Siaya, Kakamega, and Bungoma Counties and Beiersdorf's Promoting resilience and recovery from Covid 19 among women and girls in Kakamega and Bungoma. The aim of the SBOSH Project is to train 4,000 small holder famers on financial literacy training; train 6,000 sweet potatoes famers on Village Savings and Loans Associations (VSLAs) to enable them start and run VSLAs; conduct Agri- preneurship training to 250 vine multipliers, 1375 sweet potatoes small holder famers and 125 managers in up and down stream enterprises along the Dairy and Sweet potatoes value chain; and identify 200 commercial smallholders' farmers for close mentorship and coaching in Agri- preneurship. Beiersdorf being a COVID 19 response project building on the SBOSH project aims to increase safety, knowledge, skills and practices to prevent and respond to Covid-19 and related vulnerabilities, to improve access to equitable and qualitative health services with a focus of vulnerable women and girls and finally enhance economic resilience of vulnerable groups against the social and economic impacts of COVID-19

S/he will facilitate, coordinate and support Project staff, Community Based Trainers in building competence through training, coaching and demonstration where gaps are seen and as part of staff development. This role will be based in Siaya town with approximately 70% of time spent in field activities in the 3 Counties of project implementation: Bungoma, Kakamega and Siaya.

Project Operational, Management, Implementation Approach

The two projects will be oversighted by the Program Director who will provide supervision to the team and also will be the contact for GIZ and Beiersdorf through CARE Germany. In addition the project will have technical guidance of a team from CARE County Office comprising of Program Quality, Learning and Accountability Sector manager, Monitoring, Audit and Agricultural Experts. CARE will implement the SBOSH project working with a team made up of a Project Manager who will be responsible for the day to day implementation of project activities. The Project Manager will be supported by three field officers and one driver who will be based in Bungoma, Kakamega and Siaya. In addition the project will work with 22 Community Based Trainers drawn from the three counties.

The manager will additionally work with 1 Field Officer, one driver to deliver on the Beiersdorf COVID19 response and recovery project who will be covering both Bungoma and Kakamega Counties. Further, the manager will work with selected CBOs who will support the Beiersdorf project activities in Kakamega and Bungoma Counties.

Reporting relationship

On a day to day operational level, Project Manager will be reporting to the Program Director based in the CARE Kenya County Office. The Project Manager will work closely with the Program Quality, Learning and Accountability sector manager, Finance team, Procurement and other support team.

Tasks and responsibilities

R 1: Project Management

- Planning, management, coordination of the SBOSH and Beiersdorf projects implementation processes.
- Provide technical support to partners and field based project staff and Community Based Trainers and CBOs to enable them meet the project goals, objectives and targets.
- Strengthen program linkages and foster good working relations with, Government representatives including health sector, community resource persons, private sector and civil society organizations.
- Ensure compliance with CARE performance management systems for self and supervisees.
- Supervision of 6 project staff –3 Field Officers, 1 project driver for SBOSH and another 1 Field Officer and 1 Driver for Beiersdorf project.
- Manage efficient usages of the projects materials and financial resources.

R 2: Project Business Growth

- Develop key knowledge management products and disseminate client experiences for donor and government audiences.
- Continue to identify business development opportunity and build concepts for fundraising.

R3: Project Monitoring, Evaluation and Documentation and Knowledge Management

- Compiles M&E reports of performance against set standards to demonstrate quality of Interventions and share with internal and relevant external stakeholders.
- Takes leadership in identification and documentation of program successes and dissemination of lessons, best/promising practices within and externally.

R4: Representation and Coordination

- Enhance CARE’s visibility in County stakeholders meetings.
- Represent the sector and CARE in relevant strategic partnerships and policy engagements.
- Identify and sustain strategic partnerships, contacts and linkages to ensure effective
- Programming.

R 5: Any other relevant responsibility requested by line management

CONTACTS/KEY RELATIONSHIPS (internal & external):

Internally: All Sectors and Project staff

Externally: Project stakeholders-Donors, GOK, other INGOs/NGOs, private sector – especially Commercial financial institutions and input and service providers.

WORKING CONDITIONS:

The Project Manager will operate from Siaya County with 70% field travels.
Other CARE-Kenya policies will be applicable.

QUALIFICATIONS:

Experience: At least 5 years’ experience in project management in the field of Financial Empowerment, livelihoods Value Chains development and trainings.

Qualifications

Bachelor degree in social science or other relevant area. Master’s Degree is an added Advantage.

At least 5 years work experience in value chain development and/or Livelihoods Programming.

COMPETENCIES

- A broad grasp of socio cultural economic issues with respect to poverty, savings, and Enterprise development in rural settings
- Technical knowledge in market development approach
- Experience with working with county governments, civil society, donors and local communities
- Training/coaching/mentoring/ Facilitation skills and participatory approaches
- Strong conceptual and analytical skills
- The ability to work independently, think innovatively and strategically and work effectively within a team
- Excellent verbal and written communication skills
- Detailed understanding and experience of gender and diversity issues and commitment to addressing inequalities in all the key areas of responsibility
- Demonstrate high levels of initiative
- Flexibility in tasks undertaken
- Ability to work under pressure and deadlines
- Understanding of development/relief issues
- Commitment to humanitarian principles and action
- Strong financial/budget management skills required

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date: _____

