

Job Advertisement

Project Manager – Integrated Life-saving and DRR Initiatives (ILDRR)in Kenya,

Position title: Project Manager

Department: Programs

Responsible to: Country Director

Status: Full-time

Location: Marsabit County

Supervision: Project Officers, team members

Date issued: 2nd December 2021.

About VSF-Germany

VSF Germany is an International NGO that implements humanitarian assistance and development aid programme in the Greater Horn of Africa since 1998. VSF Germany programs focus on Food Security and Livelihoods, Nutrition, Natural Resources Management (NRM), Disaster Risk Reduction (DRR), Water Sanitation and Hygiene (WASH), Peacebuilding, Protection, One Health and Emergency Response. Currently the organization works in six countries namely; Kenya, Somalia, Uganda, South Sudan, Sudan and Ethiopia.

To effectively implement its programme in Kenya VSF G is seeking to employ a Project Manager who has adequate expertise and experience in delivery of humanitarian and development interventions in Marsabit County.

Overall responsibilities of the Project Manager

- The Project Manager is responsible for overall leadership, managerial and coordination of project implementation to ensure timely and quality achievements of project outputs and results.
- Leading the planning processes; quarterly financial forecasts and procurement plans are prepared and submitted on time to relevant departments at Nairobi level.
- As overall in charge at field level, the PM will liaise with community leaders, beneficiaries, host government officials, and UN/multi-sector focal points, representing VSF G in all relevant sector coordination forums and provide feedback to field staff and the Country Director (CD).
- The PM is responsible for ensuring the full implementation of all the tools developed for the monitoring and tracking of progress and ensuring quality of delivery in line with project(s) design.
- He/She will review Technical reports from Project Managers/Project officers to ensure technical quality and compliance with project proposal before submission to CD.
- He/She will review financial reports from Field Accounts Officer at field level to ensure accuracy of expenditure and compliance with budget plan(s) before submission to the Country Finance Officer for further action.
- He/She will be responsible to ensure that financial and project management data is uploaded in the online systems -Dynamics 356 and WebMo- use in a timely manner for monitoring and evaluation.
- As a member of the Country Management Team, the PM will assist the CD in shaping the strategic direction in Marsabit County to ensure achievement of desired and implementation targets. This includes holding monthly management meetings at the field office to plan and share information.
- He/she will directly supervise the technical project managers, Project Officers, field finance team, support staff and responsible for capacity building of staff through mentoring.



Job Advertisement

Project Manager – Integrated Life-saving and DRR Initiatives (ILDRR) in Kenya,

Specific key roles

Strengthening the Program's networking and Coordination

- Coordinate with stakeholders- Government departments, International agencies and NGOs on the programme activities in Marsabit County.
- Participate in relevant project sector coordination forums/meetings.
- Represent team in coordination meetings at project, county, country or regional level.
- Facilitate technical linkage between field and Nairobi to ensure adequate participation of VSF G in coordination forums.

Leadership

- Assist the CD in solving technical issues and shaping the strategic direction of the Project in Marsabit, ensuring quality delivery of project activities.
- Support development of project(s) monitoring and reporting tools to ensure delivery of planned activities.
- In collaboration with technical staff and stakeholders assess the local needs and propose potential interventions in; sectors, locations as appropriate.
- Organize County Team meetings to enable staff contribute to problem-solving and decision-making process on strategic and technical issues.
- Review project(s) documents from Project officers; narrative and financial reports and visibility materials to ensure technical quality.
- Conduct performance appraisals of technical and support staff.

Project Development

- With support from CD, lead negotiations with County and local authorities, community and partners in the project(s) locations.
- Facilitate interactions between the Field staff and in-county actors – NGOs, FAO, to secure in-county funding from such actors.
- Proactively analyze humanitarian trends and opportunities, and facilitate needs assessment in a timely manner to inform desired adjustments in the project(s).
- Work with project officers to develop key lessons from projects for dissemination to relevant stakeholders and donors.
- Jointly with staff and stakeholders develop an exit strategy to ensure the sustainability of each project's achievements.

Project technical Implementation and Accountability

- Ensure implementation of projects is compliant with VSF-G Country Strategy, sectoral standards and humanitarian and development guidelines in the county.
- Provide guidance and support to staff and local partners to ensure technical quality in implementation of the project(s).
- Monitor project(s) implementation and promptly resolving any issues that may affect project performance.
- Liaise with M&E Officer to develop adequate M&E tools and methodologies are in place and harmonized for monitoring and reporting.
- Monitor budget and expenditure with Country Accountant and Project Accountant for compliance with VSF G and donor financial guidelines.
- Provide opportunities for effective sharing of learning and innovations through meetings of project teams.
- Conduct visits to project, locations to monitor performance and share progress with CD.



Job Advertisement

Project Manager – Integrated Life-saving and DRR Initiatives (ILDRR) in Kenya,

- Provide feedback to staff on project progress and gaps identified for improvement and capacity building as necessary.

Reporting

- Design and manage plans of reporting for all projects with contribution from technical staff.
- Review narrative and financial reports from Project Officer(s) to ensure quality and compliance with indicators in the proposal, VSF G and donor guidelines before submission to CD.
- Provide regular project updates to CD or HQ for sharing with stakeholders and donors.

Qualifications, skills and experience we are seeking

Essential:

- At least a Bachelor Degree in Social Sciences, Project Management, Agriculture, Natural Resources Management, Veterinary Medicine, or Animal Production with experience in managing food security and resilience building programmes. A Master's degree qualification will confer an added advantage.
- 7-10 years' experience working with INGO in humanitarian and development work with roles in program design, development, and accountability.
- 3 years in project management position
- Strong leadership skills, experience in planning and management of programs and ability to manage change.
- Knowledge of result based management in humanitarian and development, programme concepts frameworks, standards and strategies.
- Experience in developing logical framework analysis, M & E systems and implementation in community settings.
- Demonstrated experience in program design, planning and implementation using participatory methodologies.
- Proven skills in communications, presentation, inter-personal relations, fluency in written and spoken English.
- Experience in implementing projects funded by institutional donors particularly, BMZ, GFFO, EU, ECHO, UN-OCHA, FAO, DFID, USAID, etc., will confirm advantage.
- Experience in working and coordinating with NGOs, government agencies and local stakeholders.
- Experience working in ASAL areas or similar environments **preferred**.

Application: Interested persons should submit their **application** and **CV** to: **Head of Human Resources**, VSF-Germany. E-mail addresses: recruitment@vsfg.org, indicating the position; **“Project Manager–Integrated Life-saving and DRR (ILDRR)”** in Kenya not later than **Thursday, 23rd December 2021**. Assessment and short listing of applications received will be assessed on a rolling basis due to urgency to fill this position once suitable applicants are identified. Only shortlisted applicants will be contacted.