

## Project Manager - Kenya Big Dream

Location: [Africa] [Kenya]

Town/City: Samburu

Category: Project Management

Job Type: Fixed term, Full-time

**You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted**

Job Title : Project Manager: Kenya Big Dream - Samburu

Reporting to : Cluster Manager

Grade Level : 12

Work Location : Samburu

### **Purpose of Position**

To provide programmatic and technical management support and leadership in the implementation of the Kenya Big Dream program in Samburu County, contributing to empowerment of Households to protect, nurture and support girls and boys from all forms of abuse and to improve children wellbeing outcomes within the respective areas as guided by National Office Strategy. The position holder will ensure the effective and efficient implementation of activities directly related to Food Security, Livelihood & Economic empowerment and child protection and participation.

To effectively communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that serves as an example to others

## **Major Responsibilities**

### **Project Management 40%**

- Ensure proper planning, implementation, monitoring and evaluation of the Kenya Big Dream project interventions in the project areas.
- Provide technical support and leadership to Project Officers, Accountant and drivers to enable them effectively guide and support project interventions in the County.
- Ensure all project interventions are implemented within schedule, plans and budgets and regularly review project status.
- Ensure that the project interventions are integrated with the Technical Programmes and cross cutting themes.
- Ensure identification of local needs and resources and take appropriate programming measures.
- Ensure Mainstreaming of cross-cutting issues (Gender, CC, environment, advocacy, disability etc) across all project interventions
- Establish operational priorities and monitor performance targets for the respective field project staff
- Ensure that project initiatives meet or exceed planned outcomes and are implemented in full compliance with WVK, the donor and other relevant partnership and international standards and guidelines.
- Ensure that managerial, administrative, and financial procedures comply with World Vision and donor guidelines, policies, business processes.

- Serve as the official contact person and provide overall project management and strategic direction for the project.

### **Design Monitoring, Reporting and Evaluation 25%**

- Lead in the development of the project design and ensure compliance with WVK and donor guidelines and standards.
- Work closely with MEAL Officer to effectively support the project to carry out all tracking and assessments – baselines, assessments, monitoring and evaluations - in accordance with donor requirements.
- Ensure timely and effective implementation of all project interventions as well as the successful achievement of project outcomes, outputs and intended impacts.
- Ensure timely and appropriate utilization of the budgeted project resources.
- Ensure proper application of business processes, standards and guidelines related to the project in accordance with the donor requirements.
- Ensure that the project achieves acceptable financial and operational audit results by implementing activities in accordance with established norm and policies.
- Ensure that all the activities are implemented and evaluated in accordance with the WVK and donor standards.
- Support the project officers to set up and maintain effective complaints and feedback mechanisms to ensure that beneficiary concerns are addressed in a timely and effective manner.
- Ensure that an effective and participatory and effective M&E system is established in a

decentralized manner.

- Ensure that, in general, project monitoring arrangements comply with the project agreement and, in particular, the provisions of this agreement are fully observed in the design of project M&E.
- Ensure quality monthly, quarterly, semiannual and annual reports are compiled and submitted in a timely manner in line with the donor requirements.
- Ensure a joint monitoring schedule is in place and executed.
- In consultations with Communications office, develop context specific and appropriate documentation on best practices and lessons learnt.
- In consultation with MEAL officer, ensure effective reflection and learning forums in the county.

### **Capacity Building 15%**

- Identification and sharing of capacity building gaps among project staff, communities and partners.
- Lead the project in capacity building initiatives for staff, communities and partners to enable them effectively advocate for and implement project interventions.
- Ensure ongoing coaching and mentoring of project staff in order to ensure that they are able to perform and achieve the desired results.

### **Advocacy, Engagement and Networking 10%**

- Ensure adequate representation with the donor, the Government of Kenya officials

(National and County), private sector, Civil Society Groups, including Faith-Based Groups.

- Ensure close working collaboration with key Government line ministries and other like-minded partners.
- Ensure that Project beneficiaries and partners are kept informed of all the Government laws and policies in respect to the Technical aspects being implemented and any changes to government laws, policies and budgets.
- Ensure effective mobilization of community groups, youth and children, empowering them to hold their governments to accountable through utilization of advocacy approaches such as Citizen Voice and Action (CVA) and Child Protection Advocacy (CPA)
- Actively participate and contribute to County level technical working groups to learn, share and inform policies/strategies relevant to project.

#### **Resource Mobilization 5%**

- Map resource mobilization opportunities at local level and develop concepts and proposals in collaboration with the Cluster, Regional and National office teams.
- Mobilize the community for community contribution for project interventions.
- Facilitate successful donor visits.
- Ensure organizational visibility at the county level and beyond.

#### **Other Duties 5%**

Any other duties as assigned by the Supervisor

**Knowledge, Skills and Abilities**

- Minimum of a Bachelor Degree in Agricultural Sciences/Agronomy/Horticulture/Agricultural Economics/Business Management or a closely related field from a recognized university.
- Minimum three years of work experience in local value chains development, Savings for Transformation, Ultra-poor graduation and Building secure Livelihood project models, economic development, food security projects and other related sectors
- Good understanding of gender and child protection mainstreaming in AFS and ED projects.
- Ability to conduct community L&R needs assessment, project planning, implementation, monitoring and evaluation of L&R interventions.
- Excellent English communication skills (both oral and written).
- A team player, capable of building staff and community capacity in L & R projects through training.
- Ability to take initiative, a team leader able to work with minimum supervision
- Cross-cultural sensitivity and emotional maturity and ability to incarnate in the community
- Ability to maintain performance expectations in diverse cultural and inter-faith contexts.
- Proficient in English and Kiswahili.

- Excellent computer skills, including proficiency in MS Office and Lotus Notes (or another main email system such as Microsoft Outlook)
- Any knowledge on Empowered World View, Celebrating Families, Disaster Management, Peace building, Gender-responsive programming initiatives will be an added advantage.
- Minimum three years proven experience in working/programming in either relief or development including implementing L&R projects
- Experience in project design, proposal writing, needs assessments, surveys, and information management.
- Must have ability to develop good working relationships/partnership developed with all stakeholders (GoK, INGOs)
- Experience in supervising, training, and coaching