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|  | Job Title: | Project Manager/Project Coordinator | | |
| Contract Type: | Fixed-term | Hours: | 40/week |
| Location: | Mbarara | Days: | 5/week |
| Salary: | *To be determined* | | |
| Dept. / Region | Programmes | | |
| Reporting to: | Program and Partner Support Manager | | |
| The Project Manager/Project Coordinator is the project lead and will spearhead and provide leadership, vision to the project team. S/he will facilitate planning of all project deliverables, monitor project progress, identify project positive developments, potential risk and mitigate risk. Keeping up-date with new knowledge and developments in inclusive businesses through and ensuring these developments are understood and included in the intervention. | | | |

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| Job purpose: |
| The purpose of the role is to provide leadership in the project area, represent the organisation in the area, ensure successful delivery of the project, management of project staff, and management of the donor contract against the plan, budget and log frame. |

Key Responsibilities

1. **Coordination:**
2. Oversee the youth skilling intervention and ensure youth engage in meaningful employment.
3. Mentor and build the capacity of project team to integrate youth into dairy value chain development.
4. Coordination of all youth intervention activities in the project operational areas.
5. Support the establishment of sustainable marketing system to motivate youth to identify opportunities and engage in the business opportunities along the dairy value chain.
6. Build the capacity of project staff to establish enterprise oriented farmer hubs and ensure youth participant meaningfully in business incubation, management and acceleration of the enterprises.
7. Coordinate preparation of quarterly and annual plans, budgets and reports for the project.
8. Identify and collaborate with other partners in order to get synergetic effects of the work.
9. Support project team to facilitate and coordinate implementation of youth enterprise development and market linkages.
10. Technical assistance and manage the development, monitoring, analysis and evaluation of the project.
11. Provide input into recruitment and orientation of staff as may be required.
12. Develop project specific work plans, detailed implementation plans and project schedules based on project agreements and contractual obligations.
13. Facilitate planning and review sessions with partners to inform adjustments to plans and implementation schedules.
14. Participate in budget processes and periodic budget reviews for partners.
15. Ensure timely submission of financial and narrative reports.
16. Coordinate and support sub awardee’s implementation
17. **Training:**
18. In collaboration with other project staff and partners, work to identify capacity gaps with regards to project activities in the region.
19. Design and support training for staff, project partners and project participants in workshops and group level.
20. Build the capacity of project partner on youth programming.
21. Build capacity of youth to take charge of business incubation hubs, input and output markets, livestock management practices in their communities.
22. Build the capacity of project staff in identifying and disseminating lessons learned and best practices.
23. Keep current data base for trainers in respective training areas and other related project resources.
24. **Management Information System:**
25. Ensure project staff are trained in use and management of MIS.
26. Guide and support staff in their efforts to collect and analyse data on a monthly basis.
27. Use and study information captured through the MIS in real time to make strategic decisions, generate monthly and quarterly trend analysis reports.
28. Work with the M& E team to clean, upload and analyse data.

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| Key accountabilities: | |
| 1. **Leadership and team building**  * Provide oversite to the project activities. * Ensuring the SAC safeguarding policy is known and applied to protect all project beneficiaries and stakeholders. * Participate in the recruitment, orientation and placement of extension workers * Provide technical support, mentoring and coaching to extension workers and farmer groups | |
| 1. **Policies and Project Management**  * Ensure Farmers groups are fully engaged in the project cycle management. * Ensure that farmers are supported with various advisory services in areas of Farm Systems, Gender and social Inclusion and Enterprise development * Work closely with Districts and Sector staffs to ensure that the projects are supported at local levels. | |
| 1. **Monitoring of project budget to ensure progress of activities, prudent spend and clear accountabilities**  * Responsible to provide information as required to ensure effective management of donor contract against plan, & budget. * Responsible for the full accountability and best use of all resources allocated to the projects. * Work closely with SAC team to ensure timely procurement | |
| 1. **Capacity Building**  * Find out capacity gaps and ensure training for project facilitators/EWs within projects. * Specifically, work with the team to design and regularly update SAC training syllabuses, based on the needs of communities and beneficiaries. | |
| 1. **Communication**  * Effectively carry out communication within the project area and liaise with the supervisor for public communication. | |
| 1. **Monitoring, Evaluation, Accountability and Learning**  * Ensure projects data from the field are collected correctly and information timely shared with relevant people for the purpose of proper reporting * Collect and produce good stories, and case studied on quarterly basis and share them for learning and fundraising purposes; * Work with the SAC team to update and use the monitoring framework appropriate for the projects * Ensure regular monitoring of project activities and engaging actively project beneficiaries’ representatives and stakeholders into this exercise * Support the Programme funding manager and SAC team in programme/project design, evaluation/assessment | |
| 1. **Timely reporting**  * Prepare and timely submit appropriate required Project reports including: monthly report, quarterly, 6 months and annual reports as agreed. |
| 1. **Fundraising and Representation**  * Participate in and contribute towards SAC fundraising activities * Contribute to the development of grant proposals as required |
| 1. **Networking**  * Ensure good working relationship between SACU and the development groups in the zone. * Represent SACU in networks and collaboration forums like lower and higher local governments, sister organisations and other stakeholders. * Manage relationships well with the line governmental authorities and participate in networks with other development partners in the project area. |

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| Learning & skills |
| Master’s degree in veterinary medicine or Animal production and management, Agriculture, Agribusiness and Business Administration. Bachelor’s degree in the above is essential.  Other combinations of training and/or up to 8 years of experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered. |
| Creativity & reasoning |
| The role requires strategic planning in order to enhance coordination of activities. Creative problem-solving and analytical skills are key for the role since they will be managing staff and providing oversight of the project. The role should be able to create linkages and exhibit networking skills. |
| Communication & interaction |
| The role requires clear communication skills. One should be able to clearly communicate to the stakeholders the project goal and outcomes. He/she should be able to creatively prepare clear reports that show the project progress.  The role requires interaction with the implementing team, communities, Sub Awardee partners and local government authorities. One should be able to quickly learn the culture of the community to support their ability to interact. |
| Stewardship |
| * The role will supervise project staff. Staff recruitment, performance, management, and safety are key to the role. * Request for procurement and budgetary performance is key to the role. There will be an expectation to closely monitor activities and ensure they are well accounted for by the frontline staff and indicate value for money. * Safety and maintenance of all the project assets including vehicles, computers, tablets, furniture, consumables is responsibility for the role. |
| Judgements & actions |
| The role works within broad guidelines that include supervision, project management, budget control, networking among others and thus should be able to plan their time accordingly to ensure all areas are supported. The role involves high level of interaction with staff and other project actors for effective decision making and advisory role. One should be able to clearly judge situations to avoid risk to the reputation of the organization, loss of funding or staff resignation. There is need to closely work with the supervisor of the role to avoid risks. |
| Working environment |
| To enhance close supervision, the role is entirely based in the field supporting the project implementation team for up to 70% of their time to ensure quality delivery of the project. 30% of the time will be used for purposes of networking, collaboration and carrying out administrative roles at the field office.  Occasionally the role may be exposed to stressful conditions during travel in the field traversing the project area while providing supervision and other support. |

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| **Personal competencies and talents** | **Status** |
| Education/Qualifications  Master’s degree in veterinary medicine or Animal production and management, Agriculture, Agribusiness and Business Administration or other related fields. Bachelor’s degree in the above is essential.  Other combinations of training and/or up to 8 years of experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.  Experience   * At least eight years in a management position * Experience in youth skilling * Vast experience in value chain development is essential and particularly experience in dairy value chain would be desired. * Experience in business incubation, management and acceleration * Demonstrable strategic management and planning experience. * Experience of preparing, monitoring and managing budgets and work plans * Experience in fundraising, proposal writing and development. * Staff Management experience * Experience in research and development * Knowledge of environmental good practice   Skills/Abilities   * Strong leadership ability * Excellent communication skills * Good presentation skills * Report writing skills * Excellent interpersonal skills * Strong networking skills. * Able to participate on a policy level with government and other development partners * Ability to identify funding opportunities   Personal Qualities  Have empathy with Send a Cow’s Christian foundation and core values   * An initiator and self -driven * A team leader, builder and developer * A broad and mature thinker * A strategic thinker with an eye for detail * Creative and innovative * A team player. Flexible. * Understands the importance of confidentiality | Essential |
| * Experience in NGO work. * Community development experience * Experience in research and development * Ability to manage conflict and deal positively with setbacks * Knowledge in extension services delivery | Desirable |