

Project Manager- Case Management Project at Swahilipot Hub Foundation

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

Swahilipot Hub Foundation is a non-profit organization that seeks to nurture youth talents in technology and creatives/arts. Since our founding in , we have been committed to enabling youths to unleash their full potential through the various youth-led programs as well providing a conducive community space that youth's use for co-working, meeting, networking, and learning. Our work is driven by our mission of enabling the communities to develop themselves. SPH was founded in by Mahmoud Noor with partners including National Museums of Kenya, Seacom, CISCO, and ICT Authority.

Responsibilities

Lead and oversee the implementation of youth programming initiatives in Mombasa County, with a primary focus on Case Management programming.

Develop and execute a comprehensive project plan, ensuring that objectives, timelines, and deliverables are met.

Monitor project progress, regularly assessing performance against established goals and making necessary adjustments to ensure successful outcomes.

Coordinate activities and resources, ensuring efficient and effective utilization to maximize program impact.

Maintain daily coordination with SPH staff and Youth Hub Network partners in Mombasa County, providing guidance, support, and oversight to ensure the smooth running of the

program.

Establish and maintain strong relationships with relevant government stakeholders, particularly the county and sub-county governments, fostering collaboration and alignment of objectives.

Serve as the primary point of contact for government stakeholders, facilitating regular communication, sharing program updates, and addressing any concerns or issues.

Collaborate with government stakeholders to leverage resources, identify partnership opportunities, and advocate for youth programming initiatives.

Ensure timely and accurate reporting on program activities, outcomes, and impact to relevant stakeholders, including funders, government agencies, and SPH leadership.

Develop and implement strategies for continuous improvement of youth programming initiatives, incorporating feedback and best practices.

Stay updated on relevant policies, regulations, and funding opportunities related to youth programming and make recommendations for program enhancements.

Any other duties as may be assigned by the COO

QUALIFICATIONS AND EXPERIENCE

Minimum of a bachelor's degree in project management, international development, business/entrepreneurship development, or technical education.

At least three years of experience leading or coordinating youth programming in Kenya.

At least three years of experience in managing complex livelihood projects (preferably youth-focused)

in Kenya. Experience in gender and vocational training will be an added advantage.

Demonstrated capacity to write high-quality reports for donor projects and analytical briefs.

Strong familiarity with monitoring and evaluation methodologies and logical frameworks.

Exceptional written and verbal skills in English. Knowledge of Kiswahili will be an advantage.

Good analytical, organizational, interpersonal, negotiation, and problem-solving skills.

Demonstrated ability to lead and motivate a large team of staff, individual experts, and partners.

Experience working at the Coast of Kenya and with international donors is desirable.

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