

Project Manager – KIERP Kilifi/Kwale at World Vision Kenya

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Job Description

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World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice

PURPOSE OF POSITION

To provide programmatic and technical management in successful implementation of the KIERP 2 Grant funded by USAID/BHA and implemented by World Vision Kenya to provide lifesaving WASH, nutrition, Economic recovery and Multi-Purpose Cash Assistance interventions to disaster affected people in Tana River, Kilifi, Kajiado, Kwale, Kitui, and Makueni Counties (one or two counties)

Project Management

Ensure proper planning, implementation, monitoring and evaluation of the emergency Response project interventions in the project areas.

Provide technical support and leadership to Project Officers and drivers to enable them effectively guide and support response interventions in the Counties.

Ensure all project interventions are implemented within schedule, plans and budgets and regularly review project status.

Ensure that the emergency response interventions are integrated with other projects in the programme

Ensure identification of local needs and resources and take appropriate programming measures.

Mainstream cross-cutting issues (gender, CC, environment, advocacy, disability, child protection) in emergency and rehabilitation programs/projects

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;

Design Monitoring, Reporting and Evaluation

Lead in the development of the project design and ensure compliance with WVK and donor guidelines and standards.

Ensure timely and effective implementation of all project interventions as well as the successful achievement of proposed outcomes 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, semi annual and annual reports are compiled and submitted in a timely manner in line with the donor requirements.

Capacity Building

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.

Engagement and Networking

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.

Resource Mobilization

Map resource mobilization opportunities at local level and develop concepts and proposals in collaboration with Regional and National office teams.

Other Duties

Any other duties as assigned by the Supervisor

KNOWLEDGE, SKILLS & QUALIFICATIONS

Must have a minimum of five years' experience with regards to the designing, planning, and implementation; supervising and reporting on integrated development relief and/or advocacy project.

Experience in working on donor funded programs and experience with USAID/BHA donor funded projects is an added advantage.

Experience supporting strategic program development including successful proposal development for humanitarian donors

Strong evidence of good interpersonal and communication skills

Budgetary and financial management skills

Highly flexible and organized, able to manage multiple, simultaneous demands and willing to take on new tasks on an ad hoc basis

Ability to work both on own initiative and as part of a team in a high-pressure environment while adhering to deadlines

Proficient in written and spoken Kiswahili and English.

Notable experience of deployment in response to rapid and slow onset emergencies, including in a program lead role

Must have a minimum of a Bachelor's degree in either Development studies, Social work, Anthropology, Project Planning and Management, Disaster Management, Nutrition, Agriculture, Water Sanitation and Hygiene or a closely related field from a recognized University with relevant experience working on emergencies.

Good understanding of Emergency Programming and MUST have had an experience with implementation of at least a USAID/BHA funded grant

Demonstrates personal integrity and trustworthiness

Ability to conceptualize and put into practice well researched initiatives

Demonstrated understanding of quality assurance systems, and continuous improvement, with particular emphasis on integration of accountability measures into all aspects of the project cycle;

Empirical knowledge of humanitarian codes, principles and practice;

Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships;

Commitment to WV Values, Mission and Vision

Good analytical skills with appropriate attention to details

Facilitates appropriate information flow amongst staff

Strong communication and interpersonal skills in English, with experience working in multicultural, multi-location, values driven teams;

Excellent planning, coordination, and reporting skills.

Practical knowledge of current thematic issues and debates in developing countries, and of the major institutional donors

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