

## Project Manager - Norad Project

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Company: Thomson Reuters

Location: Nairobi

Category: business-and-financial-operations

### About the Role

As a **Project Manager** at Thomson Reuters Foundation, you will

Plan and manage the project, ensuring it adheres to scope, timeline, and budget, within the organization's project management framework.

Provide monthly, quarterly and annual project updates including financial, narrative, and impact reports to key stakeholders.

Monitor the quality and effectiveness of project activities, working closely with the Monitoring and Evaluation team to ensure that we document and capture the projects impact and learning and promote knowledge sharing in the programme.

Manage the project budget, coordinating with Project Coordinators, partners, and the finance team to ensure payments are made in line with budget and according to contractual timelines.

Ensure project documentation is maintained to support the annual project audit.

Work closely with the Global Development Team and the Regional Programme Manager for Africa to identify strategic networking and business development opportunities.

Represent TRF in relevant networks, forums, and project consortia to enhance the project's external profile.

Support the Business Development team in identifying funding opportunities through proposal

development, activity design, and budget planning.

Develop and implement an effective management and communication plan, including regular reporting and accurate updates with internal and external stakeholders.

Successfully manage a range of external consultants working across a number of project deliverables.

### **About You:**

As a **Project Manager** at Thomson Reuters Foundation, you will likely have:

Experience working with international donors and ability to write qualitative impact and progress reports.

Proven track record in successfully managing multi-country, multi-partner projects in the international development context (7+ years).

Exceptional program management skills, including monitoring and evaluation and promotion of learning among implementing partners

Ability to manage a large budget with multiple teams responsible for delivering activities

Experience in remote program management, program start-up, mobilization, and closure.

Resilience and ability to thrive in high-pressure environments with the capacity to find solutions when challenges arise.

Excellent interpersonal skills to build positive working relationships with diverse stakeholders.

Excellent written and verbal communication skills; fluency in English and Kiswahili.

### **Desired Skills:**

Experience in journalism/media, international relations, international development, politics, or a relevant field.

Knowledge of other languages, such as French and Portuguese, is advantageous.

Experience in the development of successful funding proposals.

Should have a strong interest in IFF's in Africa and the media in one or more of the countries we are programming.

## What's in it For You?

You will join our inclusive culture of world-class talent, where we are committed to your personal and professional growth through:

**Hybrid Work Model**We've adopted a flexible hybrid working environment (2-3 days a week in the office depending on the role) for our office-based roles while delivering a seamless experience that is digitally and physically connected

**Wellbeing:**Comprehensive benefit plans; flexible and supportive benefits for work-life balance: flexible vacation, two company-wide Mental Health Days Off; work from another location for up to a total of 8 weeks in a year, 4 of those weeks can be out of the country and the remaining in the country, Headspace app subscription; retirement, savings, tuition reimbursement, and employee incentive programs; resources for mental, physical, and financial wellbeing.

**Culture:** Globally recognized and award-winning reputation for equality, diversity and inclusion, flexibility, work-life balance, and more.

**Learning & Development:**LinkedIn Learning access; internal Talent Marketplace with opportunities to work on projects cross-company; Ten Thousand Coffees Thomson Reuters café networking.

**Social Impact:** Ten employee-driven Business Resource Groups; two paid volunteer days annually; Environmental, Social and Governance (ESG) initiatives for local and global impact.

**Purpose Driven Work:** We have a superpower that we've never talked about with as much pride as we should – we are one of the only companies on the planet that helps its customers pursue justice, truth and transparency. Together, with the professionals and institutions we serve, we help uphold the rule of law, turn the wheels of commerce, catch bad actors, report the facts, and provide trusted, unbiased information to people all over the world.

**Application Deadline:15th May 2024**

#LI-FP1

Do you want to be part of a team helping re-invent the way knowledge professionals work? How

about a team that works every day to create a more transparent, just and inclusive future? At Thomson Reuters, we've been doing just that for almost 160 years. Our industry-leading products and services include highly specialized information-enabled software and tools for legal, tax, accounting and compliance professionals combined with the world's most global news services – Reuters. We help these professionals do their jobs better, creating more time for them to focus on the things that matter most: advising, advocating, negotiating, governing and informing.

We are powered by the talents of 26,000 employees across more than 70 countries, where everyone has a chance to contribute and grow professionally in flexible work environments that celebrate diversity and inclusion. At a time when objectivity, accuracy, fairness and transparency are under attack, we consider it our duty to pursue them. Sound exciting? Join us and help shape the industries that move society forward.

### **Accessibility**

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under applicable law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

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