



**POSITION:** Project Lead  
**REPORTING TO:** Entrepreneurship Manager  
**REMUNERATION:** Negotiable  
**LOCATION:** South Africa / Kenya  
**START DATE:** ASAP



## **Background**

The Graca Machel Trust is implementing Women Creating Wealth - Intergenerational Edition (WCW-I) in partnership with the Mastercard Foundation. Through this 3-year program we will reach 3,500 women across Kenya, Senegal, Malawi, Zambia, Tanzania, and South Africa, and create work opportunities for thousands of young Africans. In addition, we will support the creation of a more enabling environment for women-entrepreneurs to thrive.

Our impact goal is to transform Africa's economies through a gender-responsive enterprise development system centred around women businesses to accelerate and sustain improvements in quality of life for women and youth. Under WCW - I we posit that: if women entrepreneurs receive personal, leadership and entrepreneurship capacity-strengthening; have access to a community of support, finance, and markets; and exist in an enabling environment, their enterprises will grow and transform from income generation to wealth creation. As their enterprises grow, more meaningful work will be created for the youth.

Our focus on women as catalysts for Africa's transformation is backed by comprehensive research which shows that money in the hands of women goes a long way to addressing poverty and inequality as women typically invest more in their families and communities. As women create wealth, they are therefore more likely to contribute to the realisation of at least 6 Sustainable Development goals – zero poverty; zero hunger; good health and wellbeing; gender equality; decent work and economic growth.

## **Context**

The Project Lead's primary responsibilities are aimed at providing overall leadership management and general technical direction of the entire project, ensuring an integrated vision among different components and actors, and a focus on achieving project results. This individual will be expected to identify issues and risks related to project implementation in a timely manner and suggest appropriate project adjustments.

## **Duties and Responsibilities**

### **Project Management and Oversight:**

- Responsible for overall vision, management, and leadership of the project.
- Responsible for delivery of results in line with the donors' guidelines and within set timelines to achieve desired objectives.
- Drives quality control to ensure that project execution meets the Trust's project quality standards.
- Identifies and implements adjustments in scope and operations to ensure adaptation to changes in need and context.
- Develops and reviews technical and operational plans, including annual and quarterly work plans.
- Oversees the development of strong monitoring and evaluation mechanisms, project monitoring tools and efficient systems.
- Oversees project administration, operations, implementation, and fiscal management to ensure technical and financial activity aligns with scope and budget allocations, internal policies, and donor regulations.
- Manages the projects consortium, including ensuring effective communication with all project partners, proactively identifying, and resolving partnership issues and ensuring cohesion throughout project implementation.
- Continuously and proactively manages risk at the operational and strategic levels.
- Adopts a youth lens in their project management approaches.

### **Programme Partnership Building:**

- Represents the organisation with partners and key stakeholders – including private and public actors.
- Acts as the face of the Project at conferences, workshops, meetings, and other industry gatherings.
- Ensures the effective engagement of governments, partners, country-wide initiatives, community partners, NGOs and other key stakeholders' experts and the donor.
- Grows a network of global experts, mentors, service providers and partners to support the project.
- Adopts a youth lens in their partnership building efforts.

### **Budgeting, Finance and Administration:**

- Tracks financial activity against forecasted expenditure and ensures targets and metrics are met.
- Quality assures financial management processes to ensure compliance with the Trust's policies, and donors' requirements.
- Quality assures operational and administrative processes to ensure compliance with the Trust's policies, and donors' requirements.
- Ensures team and partners compliance with Safeguarding policies.

### **Reporting:**

- Develops and quality assures internal/ donor technical reports, and reviews financial reports.
- Quality assures all externally facing products.
- Acts as the primary focal person with the donor.

**Team Management:**

- Builds a high performing, inclusive team.
- Ensures all team members are trained on Gender Equality and Social Inclusion, safeguarding and youth inclusion principles and practically demonstrate integration of these in their work.
- Provide mentorship, coaching, and encouragement to team members.

**Qualifications:****Education:**

- Advanced degree (Masters or PhD) in Social Sciences, Business, Economics, MBA, or related field of study required.

**Experience:**

- Ten (10) years or more of progressively responsible international work experience implementing multi-sector development programs with demonstrated strong management and coordinating skills;
- At least five (5) years of management experience, including direct supervision of professional and support staff and assembling teams working on multi-faceted international development programs.
- Experience initiating, planning, implementing, and evaluating programs and services.
- Experience in effective staff management, and demonstrable ability to build a motivated team.
- Demonstrable extensive contextual knowledge of/experience working in at least two of the targeted countries (Kenya, Senegal, Malawi, Zambia, Tanzania, and South Africa).
- Experience building partnerships across the public and private domains.
- Experience navigating policy making spaces.

**Knowledge, Skills, and Abilities:**

- Proficiency with project management tools, methodologies, and related technology.
- Ability to demonstrate leadership, drive results, solve problems, and possess interpersonal skills.
- Experience designing, implementing, monitoring, and evaluating donor-funded country and multi-country projects.
- A good grasp of the project management issues and opportunities for impact.
- Excellent written and speaking abilities in English with the ability to produce clear, precise, and focused strategy documents, reports, etc. French is an asset, but not essential.
- A strategic thinker, able to conceive, develop and implement new and existing strategies, and innovate around roadblocks and hurdles.
- A consensus builder and highly collaborative.
- High Emotional Intelligence (EI) with proven interpersonal skills.
- Strong stakeholder management capabilities, with both internal and external stakeholders.
- A natural leader who inspires motivation, drive, and results among team members and the organization.
- Ability to travel widely across Africa (at least 50% of the time).

**Behavioural Competencies (Personal Characteristics)**

- **Adaptable:** Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires
- **Decisiveness:** Showing leadership by adjusting one's approach to the demands of a task by taking and maintaining a position in a self-assured manner.
- **Interpersonal Skills:** Working effectively with different people and teams of people by putting others at ease. Acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony.
- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.

### How to apply

Interested applicants should submit the following by e-mail to [loba@ngorecruit.com](mailto:loba@ngorecruit.com) quoting reference number **GMT001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with Graça Machel Trust's mission and the unique qualities you will bring to this role.

Application Deadline: **24 April 2023**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about Graça Machel Trust's, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).