



POSITION: WCW-I Project Manager x5
REPORTING TO: Project Lead
REMUNERATION: Negotiable
LOCATION: Kenya, Tanzania, Senegal, Malawi & Zambia
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 Manager's primary responsibilities are aimed at leading on country level project management (technical, operational, and financial), as well as strategic and partnership management. In addition, they will be involved in the delivery of capacity strengthening activities.

Duties and Responsibilities

Project Management:

- Responsible for translating overall project objectives and milestones into country level objectives and activities.
- Responsible for delivery of results at the country level, within set timelines.
- Drives quality control at the country level to ensure that project execution meets the Trust's project quality standards.
- Troubleshoots on implementation challenges, escalating to the Project Lead level as required and recommending course correction strategies.
- Develops country level technical and operational plans, including annual and quarterly work plans.
- Together with the Project's MERL Specialist, ensures the timely collection of M&E data and facilitates related processes.
- Leads on project administration, operations, implementation, and fiscal management at the country level to ensure technical and financial activity aligns with scope and budget allocations, internal policies, and donor regulations.
- Provides day to day management of the project's country 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 country level.
- Adopts a youth lens in their project management approaches.

Capacity Building:

- Working closely with the Project Lead, and Learning and Skills Lead, ensures that capacity strengthening activities across Project pillars are relevant, targeted, and impactful.
- Provides oversight to Country Project Coordinators, experts, and partners in the capacity building activities, and strengthen their deliverables.
- Ensures effective implementation and uptake of the Project's mentorship component.
- Adopts a youth lens in their capacity building work.

Programme Partnership Building:

- Represents the organisation with country level partners and key stakeholders – including private and public actors.
- At the country level, ensures the effective engagement of key stakeholders.
- Grows a network of local experts, mentors, service providers and partners to support the project.
- Adopts a youth lens in their partnership building efforts.

Budgeting, Finance and Administration

At the country level:

- Tracks financial activity against forecasted expenditure.
- Quality assures financial management, operational and administrative processes to ensure compliance with the Trust's policies, and donors' requirements.

- Ensures country level team and partners compliance with Safeguarding policies.

Reporting and Visibility:

- Responsible for country level reporting inputs into internal/ donor technical reports, including financial reports.
- Working closely with the Communications Specialist, ensures that the Project is visible at the country level, among targeted audiences.

Team Management

- Builds a high performing, inclusive team at the country level.
- 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:

- Bachelor's degree in social sciences, Business, Economics, MBA, or related field of study of required.
- Advanced degree desirable.

Experience:

- Seven (7) years or more of progressively responsible international work experience implementing multi-sector development programs with demonstrated strong management and coordinating skills.
- Experience in entrepreneurship/enterprise development desirable.
- Experience with and understanding of full project or product lifecycle.
- Experience in initiating, planning, implementing, and evaluating programs and services.
- At least three (3) years of management experience, including direct supervision of professional and support staff.
- Experience initiating, planning, implementing, and evaluating programs and services.
- Demonstrable contextual knowledge of/experience working in the relevant country related to your application (i.e., either Kenya, Senegal, Malawi, Zambia, Tanzania, or South Africa).

Qualifications - 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 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.
- For applicants of the Project Manager Senegal position, French is required.
- 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.

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 quoting reference number **GMT002**:

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

Application Deadline: **19 May 2023**

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

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