

VACANCY: KIVUKO PROJECT MANAGER



To be filled as soon as possible

This post is part funded by UK Aid

Competitive salary

Location: Mwanza

Railway Children is a UK based development agency delivering support programmes for children alone and at risk on the streets in the UK, East Africa and India. Railway Children operates through subsidiaries in the regions in which we work. All Railway Children subsidiaries are independently registered but remain aligned under our common vision of a world where no child has to live on the streets. Railway Children Africa was formed in 2010 and delivers support for children directly, and through local partners.

You will head a small team of close to 20 staff and volunteers based in Mwanza. This role will provide you with a massive opportunity to help shape the future of Railway Children Africa through the running of its KIVUKO project. It is crucial that you are a self starter, that you are able to work on your own initiative, to motivate yourself and to organise and manage your own time.

You will be managed and supported by our Tanzania based Head of Programmes. Your specific functions are outlined below.

Key Requirements:

You will have the necessary qualifications and experience - including management experience of mid-sized teams - relevant to the post for which you are applying. Ideally, you will be experienced in working for an international NGO and / or in the corporate sector or academia. Critically, you will have the passion and drive to make a difference to the lives of children and youth living on the streets.

Application Process:

To apply for this post please send a copy of your CV with a covering letter explaining why you consider yourself suitable for the role by no later than the 15th of June 2016. You will need to demonstrate in full how your skills and experience meet the requirements of the job description. Please also outline your salary expectations.

Please send your application to: jobs.mwanza@railwaychildren.org.uk

We anticipate a high demand for this post and regret that only candidates short listed for interview will be contacted.

JOB DESCRIPTION

Job Purpose

The Kivuko Project Manager oversees the planning, implementation, tracking and reporting of projects under joint RCA and DFID-Aid Match funding and ensures that specified deliverables are met both within budget and time frame allocated.

Primary Duties and Responsibilities

The Project Manager performs a wide range of duties including some or all of the following:

Project planning

- Redefine the scope of the Kivuko project in collaboration with RCA senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully implement the Kivuko project. This includes an annual overview, quarterly plans and monthly department plans
- Determine resources (time, money, equipment) required for the various activities
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff affected by the project activities; revise schedules as required
- Determine the objectives and measures upon which the project will be evaluated at its completion

Staffing of Kivuko

- In consultation with the Head of Programmes, recruit, interview and select staff and/or volunteers with the appropriate skills
- Manage project staff and/or volunteers according to the established policies and practices of the organization
- Ensure that personnel files are properly maintained and kept confidential
- Ensure that all project personnel receive an appropriate orientation

Implementation of the Kivuko Project

- Execute the project according to the project plan
- Develop forms and records to document project activities and ensure up-to-date record keeping
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments if and when necessary to ensure the successful completion of all activities
- Establish a communication schedule to update stakeholders on the progress of all activities
- Prepare an exact monthly work plan regarding the various project activities
- Review the quality of work completed with the project team on a regular (monthly) basis to ensure it meets the project standards

JOB DESCRIPTION

Control the Kivuko Project

- Write monthly activities and progress reports for the Head of Programmes and - if requested - to funders
- Communicate with funders (DFID, RC/RCA, Electric Aid, Irish Aid and others) as outlined in funding agreements
- Monitor in conjunction with the project accountant all project expenditures
- Monitor in conjunction with the project accountant all cash flow projections and report actual cash flow and variance to senior management on a monthly basis
- Manage all project funds in conjunction with the project accountant according to established accounting policies and procedures
- Ensure that all financial records for the project are up-to-date
- In conjunction with the project accountant prepare financial reports and supporting documentation for funders

Strategy

- Work with partners in Mwanza where appropriate to support development of their own strategy and for city wide interventions
- Assist in developing and reviewing of RCA Strategy
- Coordinate baseline assessments, process documentation and reviews of new ideas, themes and develop thematic papers and documents

Linkages and Networking

- Support networking and linkages with external organizations and technical experts on key programme priorities at local level
- Be alert to local funding opportunities for financial sustainability of the programme
- Contribute towards the flow of information to the UK office to enable effective fundraising
- Identify and contribute to external communications opportunities, which may include making presentations and conferences, holding briefings with donors and other stakeholders, participating in networks, and contributing to journals
- Maintain and build on working relationship with senior government departments and facilitate linkages with respective local departments

Monitoring, Evaluation & Learning

- Ensure that all project deliverables are on time, within budget and at the required level of quality
- Ensure M&E system evolves to meet programme need and that all work is accurately recorded within this system in a timely manner
- Evaluate the outcomes of the project as established during the planning phase
- Identify areas of good practice and high impact and work with RCA to ensure sound documentation of this to enable practice to be shared elsewhere
- Identify areas where practice can be enhanced and work with the RCA team to identify processes that support ongoing practice development

JOB DESCRIPTION

Qualifications

Education

- 3 year degree in a related subject from a recognized university

Knowledge, skills and abilities

- Knowledge of project management
- Fluent in both English and Swahili

Proficiency in the use of computers for:

- Word Processing
- Simple accounting
- Basic data base management
- Spreadsheets
- E-mail and Internet

Personal characteristics and attitudes

The Project Manager should demonstrate competence in some or all of the following:

- Behave ethically and in a humble way: Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Ability to work on own initiative and also as part of a team
- Sense of balance and ability to work under pressure
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities
- **Foster Teamwork**
- **Lead:** Positively influence others to achieve results that are in the best interest of Kivuko/RCA
- **Make Decisions:** Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interest of Kivuko
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals and track details/data/information and activities
- **Plan:** Determine strategies to move Kivuko forward, set goals, create and implement action plans and evaluate the process and results
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem

Working Conditions

- The Project Manager will usually work at the Kivuko office but is expected to attend networking meetings within Mwanza City
- The Project Manager works a standard 40 hour week but may be required to work overtime (including weekends) if and when required especially when reports are due