



EXCEPTIONAL CAREER OPPORTUNITIES

FEMNET is a pan-African regional women's rights network that has been in existence since 1988 and has been at the forefront championing gender equality, equity, and women's rights through delivery of critical information, and strengthening linkages and collaboration among women's rights organizations.

To consolidate her work and move to the next level, FEMNET with financial support from *European Commission* is seeking to recruit a suitable person on a 2 to 3-year contract with possibility of extension (current project is 4 years). The position will be on full time contract based at FEMNET Secretariat in Nairobi-Kenya.

Regional Project Manager (RPM/15/2019)

Functionally Reports to: FEMNET Programme Manager

About the Project:

FEMNET is implementing a four year project entitled "A Strengthened Network for Greater Impact". The project will be implemented among 14 FEMNET member /partners in seven countries in Africa. The overall objective of the project is to enhance FEMNET and membership capabilities to inform mobilize and connect African women and girls for realization of gender equality and women's empowerment

Overall Purpose of the Job:

The Regional project Manager will provide leadership and direction and ensure project activities comply with the policies and regulations of the European Union. S/he will be responsible for overseeing the development and execution of project deliverables/results, lead project planning, budgeting, action plans and monitoring processes. The RPM will ensure the functioning of the project from beginning to the end including project inception activities, annual and quarterly planning and reporting, communication and implementation of project activities, project reviews and project closure. The RPM will have expertise in project management, monitoring and evaluation, regional and global policy influencing and training approaches and will provide technical support to CSOs. The RPM will also manage partnerships linking with other relevant CSOs and support proposal development to ensure sustainability of the action.

Roles and Responsibilities :

Project Strategy and Leadership

- Provide oversight, technical design and management of the project to ensure timely delivery of high quality outputs.
- Organise and participate in multidisciplinary teams to develop, implement and evaluate project implementation strategies in order to improve performance standards and effectiveness.
- Work with the Project team members and relevant departments and partners to develop periodic work plan and corresponding budget for approval, and operationalization.

- Assess and manage risks associated with the project using generally accepted frameworks
- Leading, inspiring, and motivating project team of committed staff.
- Member of the project steering committee

Coordination and Stakeholder Engagement:

- Develop a calendar for periodic consortium partners' review meetings; Coordinate their participation; keep track of agreed action plans; maintain a tracker of progress made against planned actions and identify areas for escalating to project management team.
- Take lead in the project annual work review and planning workshop by consolidating draft project activity plans and budgets; and analysing them for alignment with the technical proposal and project deliverables.
- Represent the project whenever feasible.

Monitoring and Data Management

- Develop an Early Warning System for tracking project performance that will include (but not limited to); a monthly performance dashboard of the project's technical and financial KPIs and Log frame indicators.
- Work with consortium partners to establish monthly and quarterly reporting templates that are aligned with project deliverables; obtain monthly performance reports from consortium partners within the stipulated time-frame; analyse performance trends and identify areas that require remedial action ahead of the quarterly review meetings.
- Take lead in developing Monitoring, Evaluation, and Learning (MEL) plan, in collaboration with teaming partners, to ensure that learning is promptly integrated into on-going project implementation. And that all project periodic reports are prepared in line with the M&E framework of EU and the organisation.
- Ensure the timely preparation of narrative and financial reports for the project according to FEMNET's contractual obligations with EU in collaboration with the project staff and other colleagues.

Compliance and Documentation

- Manage the periodic donor report writing process by collating high quality draft narratives that use donor compliant language, and facilitating internal reviews before timely dissemination.
- Monitor actual expenditure against budget to ensure alignment with work plans, delivery milestones and donor requirements.
- In consultation project management team, schedule monitoring and supervision field visits for the relevant project staff.
- Support identification of key partners, resource persons and experts in different fields to support the implementation of the project where necessary.
- Advise FEMNET and consortium members on capacity issues and gaps within the sub-grantees and come up with strategies to address the gaps.
- Support capacity building sessions both inner-facing and outer-facing on effective use of social media tools and on building strategic media relations;
- Put in place a monitoring mechanism to assess the extent to which the activities are contributing to overall objective of the project, improved organising around women's rights in Africa and to ensure progress towards the organisational strategic goals;
- Lead the project learning and reflection sessions

Communication, Public Relations & Other Duties

- Support the development and maintenance of strategic relationship with key stakeholders in this project ;Project co-implementer the women's movement in Africa and globally, CSOs, and others
- Any other duties that may be assigned to the office holder.

Qualifications, Skills and Experience

Minimum Tangible Qualifications:

- Have a Bachelor's degree in social sciences or any other relevant discipline from a recognised university.
- At least 5 years relevant work experience at international, regional or sub- regional level at a *Not-for-Profit* organization or private sector
- Demonstrable experience managing donor grants or funds.
- Fluent in English with excellent verbal and written communication skills (essential)
- Strong Information Technology (IT) & Information System (IS) skills, including Microsoft Office packages, ERPs etc.
- Strong quantitative and qualitative analytic skills

Preferred Qualifications

- Master's degree Social sciences or any relevant disciplines.
- Experience in writing donor reports for large grants, including narrative and results matrices
- Experience in at least two of FEMNET strategic priorities that include women's economic justice and rights, sexual reproductive health and rights, women's transformational leadership and governance and ending violence against women including harmful traditional practices, early and forced child marriage and female genital mutilation
- Experience in EU and other major donor systems and processes
- Sound knowledge on gender and its mainstreaming strategies, leadership development and generally women's rights issues in Africa.

Other Personal Attributes

- Approachable with strong interpersonal & listening skills together with the ability to empower their team
- Highly motivated, result oriented and self-driven person able to adopt FEMNET's policies, rules and regulations with understanding of due process, financial transparency and accountability
- The highest levels of integrity, strong ethical attitude
- Knowledgeable of training methodologies and developing easy to use materials and tools such as handbooks and toolkits.
- A team player who promotes of an environment of support conducive to cooperation, collegiality, consultation, and collaboration in all engagements.
- Willing and able to travel mainly in the Africa region.
- A high level of self-awareness, initiative, sound judgement, personal energy, passion and flexibility.
- Must align with values as outlined in the Charter of Feminist Principles for African Feminists

- Knowledge of strategies for women's movement building and feminist leadership including key regional and global women's rights policy frameworks.

Before applying for any position, please visit our website: www.femnet.org for detailed TORs and more information on our work.

Remuneration: will be in line with the set procedures of the organizations which consider the experience and qualifications of the candidate.

Applications: Interested applicants should send their intent letter (not more than 2 pages responding to each major requirement), accompanied by resume with names and addresses of 3 professional referees (not more than 4 pages including telephone and e-mail) Applications are by e-mails only, sent to: recruitment@femnet.or.ke. Please indicate the reference on the subject line as *Regional Project Manager - (Ref: RPM/15/ 2019)*, Deadline for submission of applications is on **25th July, 2019**.

Please note: Only complete applications will be reviewed, and only candidates who have been selected for interview will be contacted. The position is open to African citizens who are legible to work in Kenya, young women & women living with disability are encouraged to apply. This is an urgent vacancy; Applications will be reviewed as they are received.