

<b>Job Role:</b>	Project Manager		
<b>Department:</b>	Projects	<b>Unit/Team:</b>	
<b>Grade and Salary:</b>		<b>Contract Type:</b>	Fixed Term Contract – Two years
<b>Location:</b>	Nanyuki, Kenya	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Oversight/ supervision:</b>	None		
<b>Matrix Reports:</b>	None		
<b>Close collaborations:</b>	<p>The Project Manager needs to ensure strong working relationships with:</p> <ul style="list-style-type: none"> <li>- A Grants Finance Accountant, part-funded under this project</li> <li>- OI Pejeta's Fundraising and Communications team</li> <li>- Designated points of contact at the Laikipia Conservancies Associations and other Sub-award organizations.</li> </ul>		
<b>Operational Remit:</b>	Global <input type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input checked="" type="checkbox"/> Global Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Job Specifications</b>			
<b>Role Overview:</b>	<p>The Project Manager will be responsible for the overall delivery and management of the project titled: '<i>Strengthening Laikipia Conservancies and Collaboration in Northern Kenya</i>', ensuring the project is implemented and managed in line with the rules and requirements of the donor and those of OI Pejeta. A core part of this role will be to contribute towards strengthening the capacity of the Laikipia Conservancies Association (LCA).</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Project planning and budget forecasting;</li> <li>• Effective implementation and monitoring;</li> <li>• Budget and variance management in collaboration with the Grants Finance Accountant;</li> <li>• Monitoring and evaluation;</li> <li>• Sub-award management;</li> <li>• Effective and efficient liaison and collaboration with key internal and external stakeholders, in particular the LCA and other project sub-awardees;</li> <li>• Internal and external reporting including donor reporting;</li> <li>• Effective risk management and compliance;</li> <li>• Support LCA sustainability by contributing towards (i) the identification of new funding opportunities and (ii) the development and management of new funding proposals and</li> <li>• Supporting the development of the LCA as outlined in an organizational strengthening plan.</li> </ul>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		

<b>1. Organization responsibilities</b>	<ul style="list-style-type: none"> <li>• Build strong relationships with key stakeholders within the organization across all departments and existing and new partners</li> <li>• Work closely with the Grants Finance Accountant to ensure budget planning, management and reporting of resources is effective, timely and accurate</li> <li>• Work closely with the LCA and other project sub-awardees to ensure effective delivery and implementation of the project</li> <li>• Contribute to develop a team culture that values collaboration, diversity, inclusion, openness, excellence and honesty within the department and cross functionally</li> </ul>
<b>2. Delivery on Priorities</b>	<p><b>Project Implementation and Coordination.</b></p> <ul style="list-style-type: none"> <li>• Lead planning and budget forecasting for the project, ensuring that all partners are appropriately engaged at all times</li> <li>• Organize regular work planning and progress review meetings to ensure strong project reporting and risk management</li> <li>• Co-ordinate effective implementation of the project as detailed in approved project documents (work plan, budget, M&amp;E framework, grant agreement, sub-awards etc.)</li> <li>• Ensure the integration of best practices as they relate to project implementation, in order to achieve the project's key objectives</li> <li>• Design and lead monitoring and evaluation activities for the project (including baseline development), ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt when required</li> <li>• Oversee the delivery of project partners' field-based activities as required to ensure (i) the successful delivery of project goals, (ii) appropriate management of funds and (iii) compliance with all donor requirements.</li> </ul> <p><b>Project Delivery and Financial Management</b></p> <ul style="list-style-type: none"> <li>• Lead the develop quarterly and yearly work-plans, engaging all partners and ensuring alignment with project budgets and anticipated outcomes</li> <li>• Be responsible for day to day management of project budgets and finances and ensure all expenditure comply with internal and donor procedures and regulations</li> <li>• Ensure sufficient lead time for the allocation of resources - financial or otherwise - by planning strategically and projecting activities matched to required resources</li> <li>• Work closely with the Fundraising and Communications, Grants Management team to ensure all processes and procedures strictly follow the compliance requirements as detailed in the donor agreement and award provisions</li> <li>• Ensure effective project risk management and compliance to donor rules and regulations</li> <li>• Collaborate with Head of Finance to ensure adequate project cash flow and timely delivery of finance planning and reporting</li> <li>• Work with the Grants Finance Accountant to ensure effective financial and budget management of the grant including variance reporting, meeting compliance requirements, exchange rate management, co-financing liabilities etc.</li> <li>• Ensure maintenance of project financial records that meet all auditing requirements, internal and donor reporting requirements, and provide sufficient detail for overall institutional auditing of OI Pejeta</li> <li>• Maintain a database of records both on SharePoint for all project documentation and on salesforce for all project information and donor engagement</li> </ul>

- In collaboration with other teams, lead and ensure accurate, timely and high quality financial and technical project reports are submitted as per OI Pejeta and donor requirements
- Ensure project reports are reviewed and signed off by the Fundraising and Communications team before submission to the donor
- In collaboration with relevant donor(s) and in accordance with OI Pejeta's policy guidelines, contract and manage consultants in Kenya as required by the project, in compliance with Kenyan Labour Law and donor agreements.

### Partnerships

- Oversee the implementation of project sub-awards, ensuring that partners are fully engaged within the consortium and that all objectives are being met
- Ensure alignment and good relations are upheld with all partner organizations
- Build and manage key relationships within and outside Laikipia County in order to maintain and enhance the project's impact and OI Pejeta's goals
- Provide technical advice and support to partners and collaborators, in line with OI Pejeta's institutional experience and expertise
- In collaboration with relevant partners and in accordance with OI Pejeta's policy framework, advise on the appropriate development of MoUs, MoAs with local partners
- Ensure a mechanism is in place to operationalise OI Pejeta's Grievance and redress policy as it pertains to the project
- Help build project management expertise at the LCA by supporting the development of effective project management tools to support the implementation of activities delivered as part of this project and beyond.

### Communications and Representation

- Facilitate regular and meaningful communication and co-ordination internally, between partners and with donors
- Work closely with the Fundraising and Communications team to ensure that the project is fully compliant with all marking and branding requirements as outlined in the donor grant agreement
- Liaise with OI Pejeta's Fundraising and Communications department, contribute to communications materials as required (e.g. web pages, articles, reports)
- Identify opportunities to represent OI Pejeta and provide visibility for the LCA at relevant key fora, meetings and workshops
- As requested by OI Pejeta leadership, represent the project, promoting the project to all relevant stakeholders
- Carry out any other tasks from time to time that may be requested of you as an OI Pejeta staff member that are in line with your skills and experience and that contribute to the success of this project
- Work as an active member of OI Pejeta and attend team meetings as required
- Provide input, where it relates to habitat expansion and conservation of endangered wildlife species, on other technical work undertaken by OI Pejeta
- Provide input to reports and other communications and public relations outputs and activities as required

### Department and team contribution

- Contribute to departmental planning processes
- Driving efficient processes that enable cross-organisational working
- Participate in, and support activities, to build the capacity of the LCA as defined by an organizational strengthening plan to be carried out as a initial activity

	<p>under the ‘<i>Strengthening Laikipia Conservancies and Collaboration in Northern Kenya</i>’.</p>
	<p><b>Capacity Building and Knowledge Management</b></p> <ul style="list-style-type: none"> <li>• Train and mentor staff at OI Pejeta and LCA as needed to support the objectives of the project</li> <li>• Contribute to capacity building project(s) to create an enabling project management culture</li> <li>• Represent OI Pejeta Conservancy, alongside the LCA, with national and local government agencies, communities and community-based organisations, international and national partner NGOs and for-profit entities, academic institutions, funders and donors, representing the values and interests of OI Pejeta at all times</li> </ul>
<b>3. Sustainability</b>	<p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and support to LCA in fundraising and exploring additional funding opportunities, to ensure sustainability of LCA and program activities beyond the lifetime of the grant</li> <li>• Support in building up LCA’s network of donors and funding partnerships, developing new relationships and strengthening existing ones</li> <li>• Lead in proposal development and fundraising to ensure sustainability after the grant program and assist with additional grant oversight</li> </ul>
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or similar qualification in Conservation, Natural Resource Management or related discipline</li> <li>• Excellent verbal and written communication with fluency in English, and verbal Swahili</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• You must have demonstratable experience in project management of complex multi-year, multi-sectoral grants from government donors such as USAID, EU or other major institutional donors, ideally gained while working for an NGO in Kenya. Experience managing USG funded project strongly preferred</li> <li>• Experience managing sub-award grant agreements</li> <li>• Proven experience in conservation, capacity building and / or natural resource management</li> <li>• Strong interpersonal skills, including ability to communicate with a wide range of stakeholders</li> <li>• Ability to develop and sustain strong working relationships</li> <li>• Competent computer skills, including data management and statistical analysis, financial systems</li> <li>• Good presentation skills</li> <li>• Experience of budget management</li> <li>• Experience in Protected Area management</li> <li>• Experience of building community relations and dealing with conflict</li> <li>• Well versed in conservation issues in Kenya’s Laikipia region</li> <li>• Excellent planning, coordination and reporting skills with demonstrated ability to work under pressure and to tight deadlines</li> <li>• Track record of engaging and working effectively with a range of stakeholders including local communities, the public and government</li> <li>• Self-motivated, independent and resourceful</li> </ul>

		<ul style="list-style-type: none"> <li>• Adept at prioritising needs, you are happy taking the initiative to get things done and thrive in a busy environment</li> <li>• A 'can-do' and agile attitude, ability to problem solve and adaptive thinking</li> <li>• Willingness to work on weekends as required</li> <li>• Ability to deal with matters in a sensitive manner</li> <li>• Good judgement in managing resources and people</li> <li>• Approachable and proactive manner</li> <li>• Pro-active communicator</li> <li>• The right to live and work in Kenya</li> <li>• Fundraising and proposal development</li> <li>• Willingness to work in the field and operate in rural Laikipia (office is the landscape) and to help grow a young organization</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Masters degree is an advantage</li> <li>• Project management certification or equivalent qualification such as Prince 2 is an advantage.</li> <li>• Experience working on projects addressing conflict mitigation through natural resource management, is an advantage</li> </ul>
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organisation's strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading Self</b>	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities
	<b>Leading Purpose with and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice team culture values.