

## Position Description

<b>Title:</b>	<b>Project Manager</b>
<b>Role Type:</b>	<b>Full time, 12 month fixed term contract</b>
<b>Reports to:</b>	<b>Parish Priest and Regional Manager Africa, Edmund Rice Foundation Kenya (ERFK)</b>
<b>Based at:</b>	<b>Kensekka, Raiki District, Uganda</b>

### Position Purpose:

The purpose of the position of the *Project Manager* is to deliver the first 12-months of the new strategic plan for St Joseph's Kensekka Vocational Secondary School (SJKVSS) together with the parish priest, the school board and management and ERFK.

The role requires a dynamic individual who is hands on and who is able to interpret the strategic plan, working to an implementation strategy alongside numerous stakeholders to deliver key initiatives. This will include delivery of a construction project, a vocational training (tailoring) project, an income generating tailoring project and agriculture initiatives.

Working closely with Edmund Rice Foundation (ERF) program teams in Kenya and Australia, the role is responsible for monitoring and evaluating all project activities, ensuring transparency, accountability and policy compliance, and supporting the development and delivery of capacity building initiatives for SJKVSS governance and staff to ensure best practice oversight and administration of the school.

The *Project Manager* will work closely and sensitively with the school stakeholders to support them in growing capacity and delivering quality education in line with the school's core values.

### Role responsibilities:

- Establish and manage supportive and collaborative working relationships with project stakeholders
- Develop a sound understanding of the school's strategic plan and collaboratively develop implementation strategies for approved funded projects to be delivered in 2024
- Develop a strategy and business plan for the income generating tailoring project in consultation with key stakeholders
- Provide regular written reports on project progress to ERFA, school governance, management and other funders
- Support the identification of project financial and non-financial risk factors and the planning of mitigation strategies
- Coordinate project monitoring, evaluation and accountability activities in a hands-on role with support from ERF project teams in Australia and Kenya to facilitate mutual learning and capacity development
- Work with school management to provide project stories, images and lessons learned to contribute to project development, organisational learning and ERF marketing/public relations/fundraising initiatives
- Support the finance team to ensure accurate and timely quarterly financial reporting
- Together with ERF, support the school governance and management in policy development, training and implementation

### Skills & Competencies required:

- At least 5 years' experience in international development project leadership and management
- Experience in project design including results-based planning, asset-based community development, root cause analysis, risk management and budgeting

- Exceptional skills in development project monitoring, evaluation, accountability and learning
- Strong financial skills
- Excellent communication skills both written and verbal
- Commitment to the school's values and approaches
- Caring disposition with the ability to display kindness and empathy in all dealings
- Local language (Luganda) and English skills
- Willingness to live and work in a remote rural setting

**Availability**

- Be available to maintain regular contact with the ERF
- Be able to participate in (online) meetings as required

**Work Conditions**

- This role will be an in-field role working on site at the school and at Mannya Parish

**Authority Limits:**

All actions undertaken and expenses incurred must follow and be in accordance with financial policies and procedural requirements.

*The Employer reserves the right to vary this position description in response to its changing needs.*

**Statement by the Employer:**

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature: .....

Name: .....

Date: .....

**Agreed by the Employee:**

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature: .....

Name: .....

Date: .....