

# Practical ACTION

Job profile

## PROJECT MANAGER



# Practical Action

# ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

## OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

## PRACTICAL ACTION IN KENYA

In Kenya, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims.

# Practical Action

# ABOUT THE ROLE

Practical Action is implementing a 2-year project globally and in Kenya to Create the Enabling Conditions for Eliminating Open Burning of Waste, through regional roadmaps and city pilots. This is a consortium project, where Practical Action Kenya is leading on the delivery of a city-level action plan to eliminate open burning of waste, implementation of selected actions, delivery of a citywide behaviour change campaign and feeding into the regional Africa roadmap. We will be involved in national and regional engagement to encourage commitments to adopt and implement the roadmap and action plans. Core to our role in the consortium is our ability to support informal waste collectors and recyclers, engage with city-level planning, and ensure that the roadmaps and their implementation are focused on benefiting low-income communities and informal service providers.

Practical Action is looking for a Project Manager with the primary responsibility of managing project delivery which will include oversight of strategy and workplan activities; budget management, managing the project team, liaising with other consortium partners, as well as coordination with technical experts, the donor and other stakeholders.

The position holder will be expected to articulate Practical Action’s Cities ambitions in Kenya, build and nurture strategic relationships including with potential partners and funders, support business development on waste management, government, the private sector and other stakeholders in support of the programme’s strategy and organizational ambitions.

The position holder will also be a key member of the Global Cities Change Ambition Hub, contributing to global leadership on our Cities goal area, supporting our global agenda on evidence and learning, and ensuring synergy between our national and global work.

## SCOPE

Title	Project Manager - Eliminating Open Waste Burning
Reporting to	Head of Programmes
Matrix management	None
Direct reports	1 Project Officer
Matrix reporting	None
Member	Cities Change Ambition
Relationships	Internal: Impact & Influence Team, UK Head of Cities Programme, Business Development team, Communications team, Finance & Systems, People and Culture and Operations functions  External: Consortium and other Strategic Partners relevant to the project – government ministries, donors

Financial scope	Direct management of project budget
Location	Kisumu, Kenya
Grade	8
Travel requirements	Frequent travel within geographic scope (and others as required)
Position Status	Full-time, Regular

## ACCOUNTABILITIES

### Leadership and Strategic Alignment

- Play a key role in developing our waste management ambitions, offers, and the Strategic Business Plans.
- Lead the choice of technical approaches.
- Lead the development, review and updating of an influencing plan for waste management. Set relevant global indicator targets and work with MEL staff to track progress.
- Consider gender and inclusion issues as key in strategy, Theory of Change mapping, technical approach choice and implementation plan Develop, review and update the theory of change systems map for solid waste management, to analyses the nature, causes and scale of the problem.
- Serve as a key member of the organisational Cities Ambition Hub and interact with any other organisational Change Ambition Hubs and working groups, if/as appropriate, actively creating synergies between our organisation-wide change ambitions and our work in country.
- Work with the Impact and Influence team to develop and submit consolidated programs' level quarterly and annual internal reports,

### Strengthening Profile, Generating Funding and Managing Relationships

- Represent Practical Action internally for strategic matters on waste management and externally with the international consortium partners to ensure linkage between work in Kenya on this project, and regional and global aspects of the project" Ensure smooth working relationships with consortium partners in this project for co-ordination of activities and joint learning and influencing Build a solid organizational profile at local, county, and national levels.
- Provide leadership where required to develop proposals, raise funds and build strategic relationship aligning to the Strategic Business Plans.
- Support the MEL team to shape learning, built-in into upcoming proposal development by the Business Development Unit, including from community design work.
- Contribute to storytelling in collaboration with the Communications, M&E and Knowledge team.

### Delivering Quality

#### *As Project Manager:*

- Responsible for all aspects of project delivery, building relationships with County Government, community stakeholders and informal waste workers for a participatory approach to a citywide action plan and implementation of actions and a behaviour change campaign Responsible for the overall direction, quality, performance, and coordination of project implementation as detailed in Practical Action's PQD (Programme Quality and

Delivery guide). Delegated responsibility for field delivery of high-quality programming and operations in line with the project objectives and the country's strategic business plan.

- In close coordination with the Africa regional programme team and UK Head of Cities Programmes ensure that program activities progress in accordance with grant agreement, work plans and are completed within time and on budget.
- Ensure preparation of timely and high-quality progress reports, program reports, donor reports and knowledge.
- Ensure effective communication with partners (including international colleagues, UK and Kenya offices).
- Serve as the budget holder for the project budget; where applicable manage and support delegated sub-budget holders for individual contracts and grants.
- Work with the Impact and Influence Lead team to ensure high quality measurement on key performance indicators across all programs
- Make gender considerations in every project activity and ensure gender assessments are carried out.
- Adhere to and ensure that the principles of safeguarding are embedded in all project planning, implementation and reporting and that project staff and other stakeholders receive regular sensitization on same.
- Ensure staff, partners and consultants are trained on safeguarding and measures are in place and followed to reduce risk. Review and update the project safeguarding assessment tool

### ***Team management***

- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Line manage and build a high performing project team that has clear objectives, metrics, is continuously developed and rewarded both as individuals and as a team.
- Ensure staff development and performance is addressed by ensuring that adequate and up-to-date job descriptions exist for all positions; staff performance appraisals conducted, individual staff/team development training plans are subsequently implemented.
- Proactively ensure the well-being of team members and ensure they are aware of policies to help manage insecure environments.

### ***Finance and compliance management***

- Ensure compliance and transparent use of resources in line with donor and Practical Action's policies.
- Ensure adherence to grant agreements, Practical Action's policies and procedures and other relevant regulations, including those of the Government of Kenya.
- Work closely with support functions in Kenya, regional and headquarters to ensure highest compliance and programs' performance.
- Work with Program Managers on proper budget management, including, budget development, forecasting and procurement planning.
- Manage a project risk register, reviewing and updating it, flagging key or increasing risks to the country office.

## PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

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### Experience & Knowledge

- A Master's degree in International Development, Urban Planning, Service Delivery, or a related field and at least five years' experience delivering urban programmes with low-income communities in Kenya.
- Demonstrated expertise and achievement in management of complex development programs/activities, including in the area of urban basic services.
- Must have understanding and experience in Working with County Governments on strategic planning with a focus on inclusion of low-income communities and vulnerable groups
- Excellent knowledge of Solid waste management issues in Kenya and the role of informal waste workers Program management skills with supporting skills in finance management, contract management, communication, negotiation and representation.
- Leadership capacity and an ability to make decisions and participate in setting strategic direction.
- Commitment to development principles and Practical Action's vision, mission and ambition.

### Essential

- Experience in fundraising with strong proposal writing skills
- Knowledge of monitoring, evaluation and learning strategies.
- Research and analytical skills with a practical focus
- Prior experience in developing partnerships with both public (County) and private actors as part of program implementation in achieving desired goals.
- Knowledge in Gender mainstreaming and transformative approaches
- Experience working with technology and innovation in the thematic area will be an added advantage.
- Proven experience in capturing knowledge, learnings and management.
- Experience in influencing relevant stakeholders for advocacy
- Excellent report writing, analytical, networking, presentation and communication skills
- Experience in coordination with government, donors, partners, and multilateral agencies coupled with excellent networking and communications skills.
- Proven ability to coordinate and collaborate with colleagues, building cohesion and buy-in.

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**Desirable**

- Proven ability to manage a high performing team, mentor and support talent and set team priorities including for matrix managed staff
  - High levels of demonstrated skills in prioritising tasks and meeting deadlines.
  - Able to work remotely and independently
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Practical Action is an equal opportunities employer and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected and valued we give everyone working with us the opportunity to achieve their full potential