



**International Co-operative  
Alliance – Africa**  
A Region of the International  
Co-operative Alliance

Loresho Mukabi Road, opposite Coopers Ltd; House No.17, P.O. Box 67595, Nairobi 00200, Kenya, Tel: +254 202323489  
E-mail: [ica@icaafrica.coop](mailto:ica@icaafrica.coop) Website: [www.icaafrica.coop](http://www.icaafrica.coop)

***JOB OPPORTUNITY AT ALLIANCE AFRICA***

**Job Title:** Project Manager – EU Project

**Industry:** International Co-operative Alliance-Regional Office for Africa

**Location Duty Station:** Nairobi

**Reports to:** Regional Director

**Remuneration:** Negotiable

**Qualification:**

- At least a Master in Co-operative Studies, Business Administration, Organization Development or any other relevant masters' degree from a well recognized University.
- At least 5 years' experience in a busy organization at a senior level.
- Strong research skills
- Good communication skills
- Good Financial Management skills
- Good mastery of operation management, project life cycle, global and regional policies
- The candidate should be highly trusted and work with integrity.
- Be proactive and with positive attitude.
- Highly organized, flexible and service minded.
- Ability to work under pressure in a multicultural setting and meet tight schedule.
- High efficiency with commonly used computer software applications
- Working Knowledge of English a must and other foreign languages such as and French desirable.
- African Citizen desirable.

**Duties and Responsibilities:**

The main purpose of this job is to ensure smooth project implementation of the technical, human resource and financial aspects of the EU Project entitled "Cooperatives in Development – People Centred Business in Action", and ensure harmonisation with global themes.

**Purpose:**

Principal Roles and Responsibilities:

The Project Manager will provide technical and financial oversight on all activities related to the project, ensuring adherence to the Project Proposal and Log frame, EU financial and reporting regulations as well as the Alliance Africa Finance and Procurement Manual. The Project Manager will ensure quality of all documentation produced in relation to project implementation, support implementation, support periodic / regular financial reporting,

budgeting, planning, follow up of amendments and revisions, as well as human resource management of project staff. The Project Manager will also prepare the technical reports and assist in preparing the financial reports.

Key responsibilities upon which the position's deliverables are contained:

- Coordinate the implementation and management of all activities related to the project "Co-operatives in Development: People Centred Businesses in Action" for the Alliance Africa.
- Prepare, quality assure and present concept notes and activity budgets to motivate for all activities prior to beginning proposed activities, ensuring that activities are in line with project intentions and respond to the Alliance Africa Co-operative Development Strategy 2017 - 2020.
- Prepare project reports and update the planning and reporting tools Supervise the preparation and follow-up of project reporting using the tracking tools as well as planning and reporting template.
- Full implementation of project cycle management in line with EU requirements
- Co-ordinate EU project staff, including the Finance and Administration Manager, Research Officer, Policy Assistant, Communication Assistant, including work planning, appraisals, capacity building and training.
- Attend all project-related meetings, seminars and conferences
- Prepare and follow up of all project activity streams including research, policy, building partnerships with the EU and other stakeholders, communication and visibility, capacity building and training.
- Elaborate and supervise project content, work plans, monitoring and evaluation tools.
- Participate in EU Project management training sessions along with the EU Finance and Administration Manager and managers from other regions
- Supervise and mentor all staff who are attached to the EU Project.
- Any other functions as determined by the Regional Director or her representative.

All Application should be submitted to [ica@icaafrica.coop](mailto:ica@icaafrica.coop) and copy to [chiyoge.sifa@icaafrica.coop](mailto:chiyoge.sifa@icaafrica.coop)

Application Deadline is June 16, 2017