

JOB ADVERT

Job Title: Project Coordinator and Education, Research Training (ERT) Manager

Organization: International Co-operative Alliance- Africa

Location Duty Station: Nairobi

Reports To: Regional Director

Purpose:

The main purpose of this job is to ensure the implementation and management of the EU Project, as well as Education, Research Training duties. This includes the coordination of the activities, and the management of the project team.

Principal Roles and Responsibilities:

The Project Coordinator and Research provides 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 ICA-Africa Co-operative Development Strategy 2023 – 2033 on ERT activities. The Project Coordinator and ERT Manager ensures 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 Coordinator and ERT Manager also prepares the annual technical report and assist in preparing the annual financial report to the ICA Global Office. S/He will also ensure the smooth running of education, training and research activities in the regional office and to provide substantial input for publications and program activities, in harmonization with the global program themes. This includes contributing to the mapping of cooperative organisations and the realization of a study on legal frameworks, as well as conducting thematic research on cooperative development topics.

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

- Coordinate the implementation and management of all activities related to the project
- 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.
- 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 ICA-Africa Co-operative Development Strategy 2023 - 2033.
- 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 and Supervise the Regional Office project staff, including work planning, appraisals, capacity building and training.
- Attend all project-related meetings, seminars and conferences
- Collect qualitative and quantitative data from grass roots/national level cooperatives

- Conduct research on regional and national legal frameworks applicable to cooperatives
- Analyze the data and synthesize findings into high-quality reports and papers
- Draft and edit regional contributions to global ICA research
- Liaise with stakeholders from national cooperative organisations
- Monitor international development topics and identify research areas relevant for cooperative development in the region
- Produce quality content on these topics in the form of regional thematic publications
- Assist with the elaboration of research methodologies
- Present research findings in internal and external events
- Elaborate and supervise project content, work plans, monitoring and evaluation tools.
- Participate in management training sessions along managers from other regions
- Take a lead role in identification and assessment of ICA-Africa training needs
- Develop competitive education and training approaches
- Mainstream research in operation of cooperatives
- Work with stakeholders to develop ICA-Africa training manuals
- Drive cooperative identity through all education, training and research activities
- Keep abreast of training trends, developments and best practices
- Implement effective education and training methods
- Design, manage and deliver research projects across ICA-Africa
- Proactively engage with ICA-Africa committees, members and other stakeholders to ensure that policy, practice and promotion of cooperative identity is underpinned by robust research evidence and achieves impact
- Take a lead on the production of high-quality research reports
- Line manage researchers as required
- Contribute to ICA-Africa's wider agenda of influencing policy, supporting better practice and promoting the cooperative identity
- Support resource mobilization, in collaboration with other team members, including contributing to research proposals
- Create, demand-driven and innovative products and services
- Develop competitive education and training approaches
- Mainstream research in operations of cooperatives
- Design and promote cooperative intervention strategies for climate change, pandemics, conflicts and other emerging issues
- Support formation of relevant integrated cooperative business models
- Design inter-cooperative program for women and youth engagement
- Establish functional inter-cooperative trading platform
- Formulate standard operating procedures for member recruitment and retention
- Enact and revise policy and governance instruments to keep abreast with member needs
- Reinforce cooperative database and management
- Strengthen planning, monitoring, and evaluation (PM&E) system
- Any other functions as determined by the Regional Director or her representative.

PERSON SPECIFICATIONS:

Essential

- A university doctorate or master's degree from an accredited University in the areas of development economics, business, cooperative development or in a relevant field of study.
- Minimum of 10 years professional experience in a donor funded project coordination and research position, preferably in the field of development cooperation and/or in the cooperative sector in a senior position.
- Experience in organizing and planning multi stakeholder consultations/meetings/workshops.
- Experience implementing large and complex, multi-partner, multi-year international economic recovery and development projects.
- Exceptional project management skills, including development and tracking of workplans, budgets, and risk management plans.

- Strong relationship management skills and a sound understanding of major actors in the humanitarian and development space.
- Demonstrated ability to critically assess programmatic data and translate this into recommendations for actionable course corrections and design improvements.
- Excellent command of English, both spoken and written.
- Experience in using quantitative and qualitative research methodologies.
- Strong conceptual, analytical, and report writing skills, with an eye for detail.
- Ability to strictly meet deadlines and deliver results in a fast-paced environment.
- Good IT and communication skills.
- Ability to work in a multi-cultural team.
- Demonstrate commitment to the cooperative values and principles.

Desirable

- Knowledge of the cooperative business model is a strong asset.
- Track record of high-quality publications.
- Previous working experience within a Civil Society Organisation/Network.
- Be familiar with SPSS system or any statistical software.
- Knowledge of other languages, particularly French and/or Portuguese.

All Application should be submitted to chiyoge.sifa@icaafrica.coop and copy to ica@icaafrica.coop .

Application Deadline is 19th April 2024.