

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Deputy Programme Manager (DPM)

REPORTS TO: Programme Manager

STAFF REPORTING TO POSTHOLDER: Four (4) Technical Leads.

LOCATION: Kisumu with frequent field travel as the programme requires

DURATION & HOURS: Full-time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The Deputy Programme Manager will provide the technical leadership and operational management in the ***Empowering Youth in Sustainable Aquaculture Markets and Jobs creation program*** implemented by Farm Africa in partnership with Mastercard Foundation. The programme aims to tap the potential offered by the aquaculture sector for entrepreneurship and employment, building knowledge and capacity so that young people, especially women, are attracted by the opportunities and growth potential offered by working in aquaculture and mariculture. The programme will cover Kakamega, Kisumu, Homa Bay, Busia, Siaya and Kilifi.

The Deputy Programs Manager plays a critical role in supporting and assisting the Programs Manager in the effective planning, coordination, and execution of various components of the program and initiatives within Farm Africa. The Deputy Programme manager will work closely with the Programme Manager and four Technical leads in ensuring that the programme is delivered to the highest standard of project donor contract management, compliance and reporting, and achieves maximum possible impact as well as delivering value for money. The post holder will offer technical leadership to for four (4) Technical leads in charge of Aquaculture, Mariculture, Agronomy and Agribusiness. He/she will also be overseeing the development of annual budgets, work plans and corresponding operational and procurement plans, in line with donor contracts and Farm Africa internal financial policies and procedures. The Deputy Programme Manager will work closely with Technical leads and team members to coordinate program activities and ensure effective communication, resource allocation, and timely delivery of programme goals under the guidance of the Programme Manager

He/she will oversee execution of the communications strategy, as well as periodic project monitoring, Evaluation and Learning (whether according to the structured quarterly review cycle, or on an ad hoc basis). He/she will assist the Programmes Manager in leading and managing program teams and provide guidance, support, and direction to ensure the successful execution of the programme activities and foster a collaborative team culture. He/she will also ensure proper coordination of partners' field activities and take lead in stakeholder management. On a periodic basis s/he will deputise for the Programme manager in his/her absence.

KEY TASKS AND RESPONSIBILITIES

Programme development, implementation and monitoring

- ❖ To provide technical leadership and operational management of the program.
- ❖ Ensure effective grant management with regard to outcome deliverables, budgeting, financial management and reporting.
- ❖ Support Technical leads to execute activity plans and associated programme milestones are commensurate with the donor contract prerequisites and obligations.
- ❖ Work closely with the Programme Manager to plan and coordinate for swift project start-up, including but not limited to the following tasks: recruitment of high quality project staff, induction of recruited staff, identification and resourcing of office, transport and logistic support, communication and reporting modalities and channels, and project implementation planning workshops with full and realistic project work plans.
- ❖ Ensure the highest standards of professionalism and administrative efficiency is achieved in project closeouts/exits
- ❖ Provide hands-on technical, operations management support to the Technical leads to ensure the Programme is delivered according to the contractual requirement of donor.
- ❖ Identify and solve problems and issues in the implementation of project management systems and guidelines in conjunction with the Programme Manager.
- ❖ Oversee the Programme's Quarterly Review process and other mechanisms that technical and implementation lessons are being learned across the teams, and adjustments made to project design or methodologies accordingly.
- ❖ Liaise with Technical leads to prepare accurate, realistic and effective data collection plans, and implementation of the same.
- ❖ Support and coach field teams to ensure ongoing and quality/impact improvements on use of data and related adaptation of projects within agreed project frameworks and contracts, identifying need for and arranging technical support as/when needed.
- ❖ Undertake regular visits to project offices to attend internal meetings, monitor the implementation of operations and identify support required by the technical leads.
- ❖ Oversee effective communications within the programme and with other departments.

Financial management, compliance & governance

- ❖ Support the Programmes Manager in developing and managing program budgets.
- ❖ Assist in monitoring expenditures, financial reports, and making adjustments as needed to stay within budgetary constraints
- ❖ In collaboration with relevant Programme Manager, Technical leads and the Finance team, the post holder will be responsible for the preparation and revision of a realistic activity budget; authorising and monitoring expenditure in line with the budget and donor guidelines, Farm Africa grant management and financial guidelines. This will include mainly analysis of monthly expenditures against budget reports and quarterly variance analysis reports on all budgets.
- ❖ Work closely with the Technical leads and the Procurement Coordinator or representative to develop quarterly and annual procurement of goods and services plans and ensure the implementation of same for enhancing efficiency and effectiveness of project implementation
- ❖ Support the Programme Manager in developing and managing program budgets.
- ❖ Assist in monitoring expenditures, financial reports, and making adjustments as needed to stay within budgetary constraints

Reporting

- ✎ Ensure timely and accurate donor and project reporting to the Programme Manager or representative. This task includes the editing and review of narrative and budget reports in readiness for submission, in close collaboration with other Programme Manager, Project Coordinators and Programme Finance Coordinator.
- ✎ Track all the donor reports deadlines and ensure that these are submitted in a timely manner (both budgets and narrative reports etc).

Relationships management

- ✎ Support partner assessments such as due diligence and partner risk analysis.
- ✎ Support the smooth management of partner consortia, ensuring MoUs and FTAs are adhered to and troubleshooting any operational glitches as they occur, reporting at organisational level on corrective actions and lessons learned.

People management

- ✎ Participate in the induction and training of programme staff.
- ✎ Support processes that aim to ensure all Technical leads have clear work plans and objectives and receive quarterly supervisions and reviews, and lead in organising the quarterly review process.
- ✎ Efficiently deal with any performance management and any issues that may arise with the Technical leads.
- ✎ Alongside the Corporate Services Manager and Finance Manager, provide intensive support to ensuring adherence at project level to Farm Africa's organisational policies and manuals (Field Staff Handbook, Procurement and Finance Manuals, Security Policy, Anti-Fraud, Corruption and Conflict of Interest Policy, Safeguarding Policy, Communications Protocols), etc.

Other

- ✎ Provide cover for Technical leads in their absence when no other natural replacement exists.
- ✎ On a periodic basis s/he will deputise for the Programme manager during his/her absence.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
A postgraduate qualification in a relevant subject;	A minimum of 5 years project management experience in Kenya and/ or another African Country
Preferred background bachelor's degree in Agriculture/Fisheries/aquaculture/Mariculture	
At least 5 years senior management experience	Exemplary written and spoken English
Excellent time management skills, with a proven ability to prioritise between tasks, deliver in a high-paced working environment, and self-manage	Programme experience relating to agricultural and environmental natural resource management and sustainable livelihoods and small economic activity development.
Experience	
Experience in working with the private sector to achieve development outcomes	Experience in project design, proposal development and project management

Experience of designing and implementing programme monitoring systems	Experience of staff management and commitment to staff development and team building
Experience of organisational and strategic planning processes	Experience of working with participatory approaches to development and capacity building of staff and stakeholders.
Skills & abilities	
High level of analytical and conceptual thinking	Computer literacy, including proven experience with word processing and spreadsheets.
Strong sense of integrity and personal commitment to the goals and values of Farm Africa	Excellent communication and team building skills with the proven ability to train and mentor staff successfully.
Ability to undertake unaccompanied travel and operate away from the working base in order to achieve objectives	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

HOW TO APPLY:

If interested in this role, please apply via this link

<https://www.brightermonday.co.ke/listings/deputy-programme-manager-dpm-pmdn4m>, so as to be received by **Thursday 18th January 2024**.

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).