

Vacancy Announcement

The Kenya Association of Manufacturers – the representative organization for manufacturing value-add Industries in Kenya is seeking to competitively fill the following position:-

Position Category: Projects Management

Designation: Head of Projects Division

Reporting to: Chief Executive

Department: Projects Division

Location: Nairobi

Contract Type: Permanent

Job Purpose: To provide for coordination of resource mobilization, planning, budgeting, implementation, documentation, oversight, monitoring & evaluation and reporting for all aspects of KAM projects.

Key Objectives

- Capacity development
- Accountability
- Donor relations management
- Timely and accurate reports

Duties and Responsibilities:

1. Develop and implement resourcing strategies that effectively respond to long-term and short-term project and organisational objectives-this includes research on, identifying and securing bi-lateral / multi-lateral donor funding in accordance with budget targets and maintaining healthy project proposal pipeline;
2. Setting up/reviewing of effective project/project cycle management systems/protocols for the smooth, timely and result-based implementation of all KAM projects;
3. Ensure that all projects are delivered on-time, within scope and within budget-this includes proper planning, sequencing and budgeting for projects;
4. Manage changes to the project scope, project schedule, and project costs through all applicable channels;
5. Set up and implement timely and effective quantitative and qualitative monitoring and evaluation frameworks including detailed implementation plans (DIPs) and logical framework matrices-this role includes overseeing and executing baseline surveys; on-going monitoring, mid-and-end-term project evaluations (both internal & external) based on the project work plans, the Business Development Plan (BDP), with particular focus on results, impacts and lesson learning-this includes producing periodic monitoring reports for all projects.;
6. Guide and coordinate the timely preparation and submission of result based project progress reports in accordance with approved reporting formats and within the set timelines-this includes quarterly progress reports; annual programme reports; project reports; inception/ad-hoc technical reports and so on;
7. Develop and implement a plan for continuous staff capacity development on project cycle management, monitoring and evaluation and result based reporting;
8. Oversee project finance management based on the KAM finance management manual and respective grant agreements;
9. Coordinate harvesting and documentation of best practice and lessons from implementation of KAM projects and communication of the same through appropriate channels;
10. Establish and or successfully manage the relationship with donors and all stakeholders;
11. Perform risk management to minimize project risks;
12. Create and maintain comprehensive project documentation as well as manage all project related communication;
13. Any other duties as may be assigned by the CEO.

Qualifications and Experience

- A graduate degree in Project management or other closely related discipline, a masters in project management would be an added advantage.
- Demonstrated understanding of the project cycle management
- Strong knowledge of/and demonstrated experience in M & E methodology and approaches (including quantitative, qualitative and participatory), including data collection, analysis and synthesis, the logical framework and other strategic planning approaches;
- A good understanding of the balanced score-card approach.
- Demonstrated experience in result-based report writing.
- Over 5 years of practical experience in project management and monitoring and evaluation;
- Proven track record of successful experience in result based report writing, reviews, delivering presentation and defending recommendations;
- Excellent written and verbal communication skills in English and Kiswahili.
- Ability to work well in a team
- Strong analytical skills
- Highly organised and detail oriented; able to prioritise and produce work of a consistently high standard.

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their **CV only** to hr@kam.co.ke indicating the words “**Head of Projects**” on the email subject line so as to reach us **not later than August 30, 2019**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.