

icipe

African Insect Science for Food and Health

VACANCY ANNOUNCEMENT

(Ref. No. NRS/38/112013)

Project Manager, EOA Initiative

icipe — African Insect Science for Food and Health is an intergovernmental organisation funded by governmental aid agencies, UN organisations and private foundations to carry out research and training in environmentally sound and sustainable management of arthropods for improving health and agricultural productivity in the tropics. *icipe* has 400 staff to support its research and capacity building programmes located at various sites in Kenya and Ethiopia.

icipe wishes to urgently recruit a suitable person to fill the position of **Project Manager in the EOA Initiative**, a Biovision Africa Trust (BvAT) project. The overall goal of the initiative is to mainstream ecological organic agriculture into national agricultural production systems by 2025 to improve agricultural productivity, food security, access to markets and sustainable development in Africa.

The position is tenable in Nairobi, Kenya at the *icipe* Duduville campus with limited travel to some partner African countries. This is a two-year contract, with a possibility of extension after successfully completing a six-month probation period of the first contract.

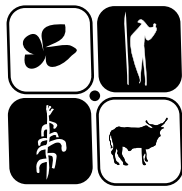
Overall purpose of the job

- a) To closely manage and monitor project activities and implementation of EOA projects in Kenya and other African countries;
- b) To facilitate communication and meetings between the country lead organisations and BvAT project implementing partners to ensure proper collaboration;
- c) To promote visibility and networking with similar organisations for purposes of lobbying and advocacy for BvAT supported programmes and projects.

Specific Responsibilities and Duties

The EOA Initiative Project Manager:

- a) Liaises with the Programme Coordinator and Senior Accountant to prepare contractual agreements for country lead organisations (CLOs) and pillar implementing partners (PIPs);
- b) Assists the Project Coordinator in preparing guidelines for work plans and liaises with senior accountant in preparing the country budgets for partners and overseeing approval processing plans through the Initiative's approval structures;
- c) Monitors the implementation of project activities as per the country work plans in collaboration with CLOs and PIPs at various levels;
- d) Facilitates communications and meetings with CLOs and PIPs to review progress and appraise on activities planned for approval and implementation;
- e) Ensures CLOs report periodically, and on schedule, on country progress/performance/budget execution against the M&E framework and budget;
- f) Prepares country consultative narrative reports that meet the requirements of development partners;
- g) Supports CLOs and PIPs to collaborate with active like-minded organisations to improve and upscale EOA activities among farmers in their respective countries;
- h) Holds monthly and other *ad hoc* meetings with the Project Coordinator to discuss project plans and progress, and follow-up on reports from the country partners;



icipe

African Insect Science for Food and Health

- i) Creates, implements and maintains a database of all the contacts, and in liaison with the senior accountant, monitors budget expenditures and prepares a summary for discussion on a quarterly basis;
- j) Develops project concept notes and proposals for BvAT programmes and projects;
- k) Promotes visibility of BvAT projects by providing project-related information for updating the BvAT website;
- l) Networks with other like-minded organisations for purposes of lobbying and advocacy for BvAT programmes and projects;
- m) Performs other related duties as might be assigned by the Project Coordinator.

Knowledge required for performing the job

- a) Adequate knowledge on project development, planning and implementation;
- b) Sound knowledge of project monitoring and evaluation, and the requisite skills;
- c) Proven knowledge of Project Cycle Management (PCM) and/or Results Based Management (RBM) framework.

Requirements/Qualifications

- At least a master's degree, preferably in agriculture or environmental sciences or related fields. A bachelor's degree with proven longer-term work experience may be considered;
- At least 7 years' experience in development, project planning and implementation, communications and/or editorial activities;
- Effective communication skills and fluency in both oral and written English, and limited knowledge of one other official language (e.g. French, German).

Disposition

- Excellent interpersonal and communication skills.
- Ability to plan and work with limited supervision.

Reporting

This position reports to the Director, Biovision Africa Trust/FCP Coordinator.

The selected candidate should be available to start by **1st December 2013** or thereabouts.

How to apply

Only electronic applications will be accepted.

Applications will be accepted up to **22nd November 2013, or until the position is filled, whichever is earlier**. Please quote the job reference number NRS/38/112013 on the email subject line. Send an application (including current salary details and anticipated remuneration package), with a current CV with names and addresses of 3 referees (including e-mail addresses and fax numbers), copies of transcripts or academic certificates and relevant testimonials. Electronic copies must be sent to icipehr@icipe.org. Only applications of shortlisted candidates will be acknowledged.

icipe is an Equal Opportunity Employer