



JOB DESCRIPTION	
Job Title:	Project Manager
Job Reference	PD-M
Organization:	ACCOSCA
Department:	Program
Reporting to:	Head of Programs
Grade	
Location	Head Office
MAIN PURPOSE OF THE JOB	
<p>The Project Manager is responsible for delivery and execution of Program department initiatives. Key responsibilities include: Timely execution of specialized project/s being implemented through ACCOSCA and her partners, organizing and coordinating of Regional Meeting Initiatives, Performance Management programs, Africa Women Network, ACCOSCA Annual Conference and specialized projects as well as any other structural formal responsibilities aligned to the department and set out in the strategic plan. The project manager has an important role in interfacing between program department and the business area. This is important for communicating and encouraging the need for transformation and change within the business area in tandem with the delivery of new capabilities from the programs. The overall goal is to ensure that all programs meet the desirable outcome for ACCOSCA.</p>	
Job Objective: Responsibilities of Project Manager	
<p>Specific responsibilities of the project manager. The Project manager, operating within agreed reporting structures, is responsible for:</p> <p>Planning: (20% of time)</p> <ol style="list-style-type: none"> 1) Define and clarify programs scope: develop the projects plan: designing and applying appropriate project management standards and review processes 2) Support the achievement of project objectives adopting and applying appropriate technical and quality strategies and standards 3) Develop a participatory approach throughout the planning phase with other managers in line with strategic plan and as guided by line manager 4) Conceptualize and propose new products in the projects 	

Project Management (30 % of time)

- 1) Lead and is accountable to project deliverables in line with agreed action plans and specified outcomes
- 2) Acts as liaison for organization with project/program stakeholders related.
- 3) Ensure delivery of new products or services from projects to the appropriate level of quality, on time and within budget, in accordance with the project plan and project governance requirements
- 4) Prepare monthly program reports to head of programs on project progress at regular intervals and as agreed.
- 5) Ensuring effective quality assurance and the overall integrity of the project implementation
- 6) Actively engage with management in value creation ; preparing any follow-on action recommendations

Business Development (20% of time)

- 1) Research, seek out and assess potential new partners
- 2) Develop new projects proposals

Monitoring and Evaluation (15% of time)

- 1) Maintain an update and accurate project dash board
- 2) Monitor program budgets expenditure and notify where budget variances are expected – ensure programs are delivered and benefits realized as per objectives
- 3) Lead and evaluate other project staff and resource persons during project implementation - resolve projects' higher scope issues
- 4) Provide timely project status reports in line with project best practice framework

Support Function (5 % of time)

- 1) Ensure there is allocation of common resources and skills within the project's initiatives
- 2) Support knowledge management initiatives through Africa Co-operative Journal and other interventions
- 3) Facilitates and/or co-facilitates workshops and meetings as appropriate to capture key issues arising for stakeholders
- 4) Coordinate fundraising activities and initiatives and advise on appropriate fundraising channels

a) Functions Load

▪ Planning	20%
▪ Project Management	30%
▪ Business Development	25%
▪ Monitoring and Evaluation	25%
▪ Support Function	5 %

POSSIBLE DIFFICULT/STRESSFUL CONDITIONS

- a) All round pressure to achieve deadlines
- b) Limited resources against several competing ACCOSCA needs
- c) Risks and consequences of not meeting targeted objectives
- d) May work during odd hours

BACKGROUND REQUIREMENTS

Education: Formal Qualifications

- **Essential:** Bachelor's Degree in project management or its equivalent or business administration or advanced diploma in cooperative management or recognized equivalent.
- **Desirable:** Masters in Business Management or Masters in Development studies will be an added advantage
- Project Management Qualifications , Micro-Finance, Entrepreneurship or any other relevant field would be an added advantage

SKILLS REQUIRED

- Ability to see the risk and opportunities and to establish a strategy to manage, optimize and deliver results.
- Ability to lead a team, including external consultants and colleagues and to inspire/motivate them to deliver results.
- Ability to maintain good stakeholder's relations and communicate with people at all levels
- Analytical decision maker – weigh the options and take a decision even with imperfect information.
- Ability to conduct research and compile reports
- Ability to excel in a high-pressure environment.
- Good understanding of the procurement process including negotiation with third parties
- Good knowledge of budgeting and resource allocation procedures

Interested candidates to submit their CVs and cover letters to info@accosca.org on or before 15th January 2021.