



## VACANCY ANNOUNCEMENT CONSORTIUM PROGRAM MANAGER

<b>Organization</b>	Adeso : African Development Solutions <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Consortium Program Manager
<b>Reporting To</b>	Deputy Country Director and the Director of Programs
<b>Working With</b>	Consortium Programs Team
<b>Programme / Duty Station</b>	Baidoa, with frequent travel to Program sites in Bay, Bakool and Gedo
<b>Duration</b>	Eight (8) Months
<b>Starting Date</b>	Immediately

### ORGANIZATIONAL CONTEXT

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

### POSITION SUMMARY

The Consortium Program Manager will lead the implementation of the emergency and recovery program in Bay, Bakool and Gedo region. This position is subject to the fund approval. The Consortium Program Manager will be responsible for field-level direct implementation of the program.

Under the direct supervision of the Deputy Country Director, and the Consortium member Programs Director, s/he will undertake the overall coordination of the program activities, quality program

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implementation, program team management and stakeholders' coordination in the different regions where the program will be implemented.

### POSITION PURPOSE

1. Overall responsibility for programs implementations, coordination of activities and reporting.
2. Programs Team management.
3. Representation in external coordination, both with the respective local authorities, cluster coordination meetings and other forums.

### SPECIFIC ROLES AND RESPONSIBILITIES

- Leading the quality implementation of program activities under the guidance of the Adeso's Deputy Country Director and the Programs Director for the Consortium members.
- Ensuring that the program implementation is in accordance with donor requirements and Consortium program guidelines.
- Working with the team to develop and continuously revise the implementation work plan in order to meet the program objectives.
- Facilitating and ensuring that beneficiaries, communities and the authorities understand well the program and they support its due implementation in the communities.
- Liaising with the Logistics Department on the timely procurement of program supplies and the subsequent delivery to the implementation sites.
- Representing the programs in both the internal and external coordination meetings, workshops and regular review meetings such as the UN Lead Clusters Coordination, the local authorities' coordination as well as with other agencies.
- Undertaking regular staff performance management and instituting the necessary measures for improvement.
- Providing relevant and technical trainings, particularly, the cash transfers and importance of fuel efficient stoves to the program team as well as beneficiaries
- In liaison with the DCD and the M&E team, ensuring that the program regular reports such as the monthly, the quarterly reports, both internal and external, are met in a timely manner.
- Support the program consultants during the baseline and final program performance evaluation
- Providing oversight to quality control throughout the program life cycle, including ensuring implementation of the appropriate M&E tools and integrating them into the program activities.
- Providing day-to-day line management, or dotted-line management depending on program needs, to staff based at this office. This includes writing and/or contributing to personnel evaluations, leading in solving personnel issues, and ensuring staff at this office receive the support required to be successful at their jobs.
- As the program budget holder, the position holder will be responsible for budget management, expenditure monitoring and working with Finance for efficient budget utilization.
- Responsible for managing the program in accordance with the approved program budget.
- Ensuring that the program expenditures are in line with the donor rules and regulation.
- Ensuring that BVAs regular reviews are done and advising Finance on areas that need adjustment, in liaison with the line managers and Finance Officer.

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## SKILLS AND QUALIFICATIONS

- Bachelor's Degree or equivalent combined education in food security and livelihood, water sanitation, and work experience in exceptional circumstances.
- First-hand experience in managing emergency programs in similar context.
- At least three (3) years' experience in program management at a managerial level.
- Excellent knowledge and experience with humanitarian guidelines and principles.
- Experience in budget management and knowledge of financial procedures.
- Ability to multi-task, meet short deadlines and effectively handles stressful situations.
- Previous experience in Somalia, and preferably in the program area.
- Fluency in English. Somali speakers strongly preferred.
- Strong interpersonal skills and ability to establish, motivate and maintain effective working relations with the program team and other field staff.
- Proficiency in computer applications such as word processing, spreadsheets, power point, etc.

## APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting "Consortium Program Manager" in the email subject matter, by **28<sup>th</sup> April, 2017**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

**Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**

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