



**Vacancy Announcement**  
**DEPP Lab Manager - Garissa**

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| <b>Organization</b>         | Adeso: African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a> |
| <b>Position Title</b>       | Depp Lab Manager - Garissa   |
| <b>Reporting To</b>         | Project Director   |
| <b>Working With</b>         | DEPP Lab Program Team  |
| <b>Program/Duty Station</b> | Garissa  |
| <b>Duration</b>             | One (1) Year   |
| <b>Starting Date</b>        | Immediately  |

**ORGANIZATIONAL CONTEXT**

Adeso, formally 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. Currently, Adeso has programs in Somalia, Kenya and South Sudan. Our current donor portfolio includes the European Commission, USAID, SIDA, CIDA, UNICEF, and the Government of Netherlands, among others.

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

**MASTERCARD INTERNATIONAL**

MasterCard International was established in 1966 as a cooperative of US banks in order to create the basic infrastructure and governance to allow bank credit cards to be issued by individual banks with limited geographical reach but be accepted by merchants nationally and eventually globally.

The MasterCard Labs for Financial Inclusion is the seventh in a series of MasterCard Innovation Hubs and it is also the first Lab in Africa and the first to focus exclusively on financial inclusion. With the support of the Bill and Melinda Gates Foundation, the Lab seeks to impact more than 100 million people by bringing together MasterCard's innovation and global financial inclusion capabilities under one roof, combining these with local expertise and insight.

The iHub, founded in 2010, is a globally-recognized organization that is deeply steeped in the local tech innovation culture. The iHub has been both the main catalyst for regional tech acceleration and a role model for tech hubs across emerging markets.



They serve the tech community, by connecting organizations and people, building market relevant solutions and being ahead of the curve of innovation. Since its founding iHub has supported the creation of more than 100 startups, employed more than 1,000+ individuals, and reached more than 200,000 people through communications outreach. iHub strives to become the best African support system for ICT-focused tech entrepreneurs and individuals who aspire to tackle large-scale challenges by creating an environment of trust and experimentation that facilitates the growth of entrepreneurs and their companies with the acknowledgement that this is only possible with strong partnerships. iHub ensures it uses a culture of inclusivity to include those traditionally left out in society.

The AIM consortium has a combination of more than 50 years' experience connecting organizations and people, building market relevant solutions and being ahead of the curve of innovation. Community connectedness is one of the Lab's key advantages. We are able to convene a community around the issues of disaster, emergency preparedness and innovation. We continuously invigorate a vibrant community of innovators and entrepreneurs able to build globally competitive companies, while solving the myriad of problems present in Africa and across the developing world. We develop people by providing an environment that allows them to visibly grow in their technical and non-technical skills, and critically, act as a connector, allowing world captains in business and technology to meet with aspiring entrepreneurs fresh from high school.

#### **DEPP LAB PROJECT**

The DEPP Lab project is a twenty-two (22) months project being implemented by the AIM-DEPP Lab Consortium whose objective is to increase preparedness and resilience of disaster-prone communities in Garissa and Marsabit counties of Kenya by drawing on their deep knowledge of pastoralist communities.

The Consortium will undertake activities to meet the objective by utilizing the Consortium member's in house experience in managing labs and proven innovation methodology. The project will build up communities' capacities to identify and evaluate the risks related to natural disasters and innovative mitigation measures to address these gaps.

The consortium will identify and reinforce existing disaster coping mechanisms and refine new contingency measures emerging from the target communities. The consortium will also ensure participation of rural communities at the village level rather than focus on urban issues, as an innovation labs need to.

#### **POSITION SUMMARY**

DEPP Lab Program Manager will be responsible for the overall project management, implementation and overseeing of the project. The Project Manager will manage and coordinate project team in Garissa by providing urgent assistance to the drought hit poorest and most vulnerable households in the regions while urgently identify the urgent needs of the communities through assessments and baseline surveys and provide the necessary information to the Adeso Senior Management Team for action.

He/she will oversee the planning and implementation of the activities and ensure that objectives are achieved and that appropriate quality, functioning and assistance is established and maintained for setting up policies, strategies and laws to comply with international conventions and standards. The Program Manager will also provide adequate and timely technical guidance, supervision, capacity building and management support to the staff and actors involved in the project.

S/He will report to the Project Director, through physical meetings, e-mails, telephone calls and periodic reports as required.



The DEPP Lab Manager will also be responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. He/she will be responsible to oversee all Project implemented in the county/region and act as DEPP lab consortium's focal point for all programmatic and office issues related to the region.

#### **POSITION PURPOSE**

- To define the project's objectives and oversee quality control throughout the project life cycle.
- To acquire resources and coordinate the efforts of team members and third-party participants in order to deliver the project expected results.
- To manage, coordinate, deliver and report to Project Director and Senior Management on project's operations status in Garissa respectively while holding responsibility for successful project implementation and delivery.
- To establish, build and lead the development of a cohesive appropriate project environment in-line with Adeso country and regional strategies as well as project objectives.
- To work as part of Adeso Management Team in refining, developing and improving program approaches and systems, supporting the Project Director to build and deliver the most effective and sustainable development interventions.
- Harmonizing and coordinating the activities throughout the project period.
- Overall responsibility for day to day management and performance of area office.

#### **SPECIFIC ROLES AND RESPONSIBILITIES**

- Field implementation of the DEPP Lab at the field level, particularly in Garissa counties.
- Establishment and field management of the DEPP Lab Project.
- Ensuring strict compliance of HR, Finance and Operations policies, procedures and relevant donor regulations.
- Managing the DEPP Lab project budget and monitoring expenditure according to approved budgets.
- In liaison with the Project Director, produce and update job descriptions for the recruitment of new staff, participating in recruitment, staff inductions, line management and de-briefing as per Adeso policies.
- Documenting lessons learnt from project activities, supporting communications officer with relevant materials as required.
- Organizing and facilitating training for all staff and partners on technical components of the project (cash based transfers, employment creation, conflict mitigation and M&E).
- Managing the project staff, including Project Officers, Project Assistants and Finance and Administration Officer and other local staff as required and appropriate.
- Overseeing project budget and ensuring budget is strictly adhered to and all supporting documentation for expenses are properly completed and sent to Nairobi as per required donor guidelines and schedule.
- Compiling monthly internal reports to the Nairobi office and donor reports as per contract.
- Ensuring implementation of the proper utilization of tools and integrating them into the project activities.
- Work collaboratively with staff, interns, community, stakeholders and participants to strengthen program components.
- Any other duties as required within the level and authority of this position.



## SKILLS AND QUALIFICATIONS

- Bachelor's degree in Economics or related livelihood fields coupled with strong academic background and professional experience in ICT.
- Minimum of three (3) years relevant experience.
- Strong project management experience is essential, including experience in proposal writing, strong M&E skills, budget management and financial monitoring and donor reporting.
- Excellent knowledge of and experience with humanitarian guidelines, sphere standards and principles;
- Experience in budget management and knowledge of financial procedures required.
- Ability to multi-task, meets short deadlines and effectively handle stressful situations.
- Excellent verbal and written communication skills. Fluency in English is essential (Fluency in Somali and Borana languages is an added advantage).
- Strong interpersonal skills and ability to establish, motivate and maintain effective working relations with the project team and other field staff.
- Proven ability to lead and work effectively with others to achieve the desired results.
- Proficiency in computer applications such as word processing, spreadsheets, power point, etc.
- Ability to live and work in an isolated area in conditions of limited comfort.

## 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 “DEPP Lab Manager – Garissa” in the email subject matter, by **22<sup>nd</sup> April, 2018**.

Each application should be addressed to HR Manager and include the following:

- An updated CV with updated contact details: Phone No., Email Address and Skype ID; and
- An application letter which should include cover letter, previous remuneration history and expected remuneration 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 and does not discriminate based on one's background, beliefs, gender or sexual orientation.**