ORGANIZATIONAL BACKGROUND

Adeso 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.

PROJECT SUMMARY

Adeso is looking for a dynamic and competent Program Coordinator for a part-time role of 50% level of effort. The individual can be based anywhere as long as they are able to work in the same time zone as the Kenya/Somalia offices. Due to the urgency of this position, the applications will be reviewed on rolling basis and the potential candidates are encouraged to apply early.

CONSULTANCY PERIOD

One Year

DELIVERABLES

Program Management

- Lead the startup of the project implementation of various projects overseen by the Program Coordinator ensuring the project activities are implemented according to the approved project documents and Adeso program wide standards.
- Ensure the quality program implementation in accordance with the donor requirements and Adeso’s program guidelines.
• Work with the team to develop and continuously revise the implementation work plan in order to meet the program objectives.
• As the focal person for the project partners, ensure there is proper coordination mechanism and the implementation of the agreed actions with the partners throughout the project period.
• Lead the development of the respective MoUs, joint action plans and the review of the joint action plans progress regularly.
• Ensure the project is implemented on time as per the approved work plan, there is robust MEAL systems that will be used to monitor the project progress, outcome and impact.
• Ensure effective project budget management in line with the approved award budget, effective cash flow planning, the project expenditure reviews and working closely with the Finance Manager and Program Officer on the budget utilization process.

Project Reporting and Proposal Writing
• In liaison with the program team and the M&E team, ensure that regular program reports such as the monthly, the quarterly, the final reports (both internal and external) are done in a timely manner.
• Directly manage the project continuous assessment, the external evaluations and ensure the proper documentation of the project outcome and impact.
• Support the program consultants during the baseline and final program performance evaluation.
• Work with the communication and M&E teams on the program continuous documentation.
• Oversee quality control throughout the program life cycle, including ensuring implementation of the appropriate M&E tools and integrating them into the program activities.

Resource Mobilization
• Develop concept notes, proposals and budgets in collaboration with the program team for any funding opportunities.
• Actively work with Program Officers in researching funding opportunities.

QUALIFICATIONS
• Bachelors Degree in Social Sciences or relevant experience
• Proven experience, at least 5 years in managing programs and writing successful proposals and concept notes
• Clear understanding of technical program management i.e. project cycle management, project MEAL system and effective reporting skills.
• Ability to handle high pressure environment with diplomacy and negotiate with partners
• Team player and understanding of remote team management (where appropriate), team building and effective team performance management skills.
• Ability to multitask, meet strict deadlines and able to work under pressure with little or no supervision.
• Proven experience in program reporting, donor reporting, excellent writing skills and the ability to document lessons learnt, best practices of programs implementation.
• Demonstrated flexibility and planning skills in problem solving in continuously changing context.

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APPLICATION PROCESS

All applications should be sent to consultancy@adesoafrica.org by the 30th November 2020 with “Program Coordinator – Part Time” on the subject line. The selection committee/Recruitment team will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant’s previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate’s availability and consultancy rates. The letter should be no longer than two pages;
- A sample of recent work;
- Updated CV including relevant work experience and qualifications;
- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. Adeso is an equal opportunity employer.