

**Job title:** *Project Manager*  
**Project Title:** *Strengthening waste recycling management of 35 youth and women groups for a healthier environment in the sub-County of Kasarani, Nairobi*  
**Location:** *Kasarani Sub-County, Nairobi County*  
**Reporting to:** *Head of Programmes*  
**Position type:** *Contract*  
**Period:** *24 months (Fixed-term)*

## OVERVIEW

USTADI Foundation (USTADI) is a not-for-profit organization working in Kenya. USTADI, a local Kenyan Organization was registered in 2012 as a Company Limited by Guarantee under the Company Act (CAP 486), vide registration number CPR/2012/70718. USTADI's main mission is to promote transformation and growth of youth and women enterprises and their related institutions, in Food Security and Nutrition, WASH and the SME sectors, by stimulating demand driven professional capacity development, investments, innovative financing and market systems development to deliver sustainable economic, social and environmental development to target communities.

USTADI partnership with ChildFund Kenya will partner are implementing a waste management project that is aimed at Improving the Livelihoods of women and youth working in Waste Recycling Sector in Kasarani Sub-County in Nairobi while at the same time contributing to a more effective and efficient waste management and a healthy environment by supporting them to have sustainable and viable business enterprises of waste collection, sorting and recycling, that will lead to creation of jobs for the youth and women.

## THE ROLE

USTADI is looking for a candidate to fill the position of **Project Manager**. The ideal candidate will be responsible for the overall day-to-day operations of the project. He/she will oversee the proper planning, implementation, spending and reporting of the project. Within delegated authority, the Project Manager will be responsible for the following duties:

### Responsibilities

- Coordinate and manage project implementation (activities, budget, and project documentation) in line with proposals, strategies, and donor requirements;
- Ensure availability of up-to-date needs assessment to inform programme design and advocacy efforts;
- Under the Head of Programmes supervision, contribute towards drawing up plans, proposals, and budgets for new projects/extensions of projects in conjunction with the relevant team, both programme and support staff;
- Overall responsibility for effective and efficient management of the waste management project consistent with the project management cycle (including reporting to the desired quality and standard);

- Overall budget management, and ensure appropriate burn-rates are maintained and that solutions to over/under expenditure are applied;
- Make frequent field visits to monitor the implementation of case management and monitoring work
- Responsible for attending project related meetings and, representing USTADI strictly within the limit set out by the supervisor;
- Oversee the preparation and timely dissemination of program reports and follow-up on recommendations within the scope of project activities.
- Perform other related duties as required.

### QUALIFICATIONS AND EXPERIENCE

- University degree with emphasis in one or more of the following disciplines: Public Health, Project Management, Environmental Health Sciences.
- At least five (5) years of postgraduate professional experience in Environmental management, public health programmes, and community development
- Evidence of having supported businesses to access technical assistance and investments opportunities
- Experience of delivering donor-funded programs highly desirable
- Experience working in a public/private partnership environment highly desirable
- Demonstrated success in building strong working relationships with internal and external stakeholders

### COMPETENCIES

- Strong project management, coordination, management, and negotiation skills.
- Strong communication, relationship management skills with ability to influence and get buy-in from people not under direct supervision and to work with individuals in diverse geographical and cultural settings
- Good strategic, analytical, problem-solving and systems thinking skills with capacity to see the big picture and ability to make sound judgment
- Good technical writing skills
- Presentation, facilitation, training, mentoring, and coaching skills
- Proactive, resourceful and results-oriented
- Shown high integrity and sense of responsibility in discharge of duties.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

All applicants should urgently email a C.V. and Cover letter detailing your qualifications to [info@ustadi.org](mailto:info@ustadi.org) by **29th March 2022**. Candidates should clearly indicate the position applied for as the email subject. Only short-listed candidates will be contacted. Canvassing will result to automatic disqualification.