

## Job Description

### Project Manager

*based in Busia, Kenya*

*full-time, for an initial period of one year with the possibility of an extension*

#### Background

Terre des Hommes Netherlands (TdH NL) is an international child rights organisation committed to stopping child exploitation.

**Our Vision:** Terre des Hommes Netherlands works towards a world where all children have a decent life and can grow up to be independent adults. A world in which children are no longer exploited. We will continue our work until this is accomplished. **Our Mission:** Terre des Hommes Netherlands prevents child exploitation, removes children from exploitative situations, and ensures these children can develop themselves in a safe environment.

**Our vision and mission** are inspired and guided by international human rights instruments and standards, in particular the United Nations Convention on the Rights of the Child, the Council of Europe's Lanzarote Convention, the International Labour Organisation Conventions and aligned with achievement of the SDGs, in particular Goals 5, 8 and 16.

Under our new Global Strategy (2021 - 2025), Terre des Hommes Netherlands (TdH NL) is redefining and refining its overall role as a child rights organisation to engage more deeply in identifying, researching, exposing and responding to hidden, underexposed and emerging forms of child exploitation taking place all over the world.

Building on our previous experience on themes such as child trafficking and unsafe migration, worst forms of child labour, child abuse and sexual exploitation of children (including online child sexual exploitation), TdH NL will widen its scope and target all forms of hidden, under-exposed and emerging exploitation happening to children, aiming to **stop exploitation so children can be children**. The strategy places a strong emphasis on innovation and the use of technology to help tackle exploitation, whilst also ensuring children remain at the centre of all our work.

In Africa, Terre des Hommes Netherlands is currently working in Kenya, Uganda, Tanzania, Ethiopia and Madagascar and remains committed to working in other geographical locations across Africa where child exploitation issues may arise.

In Kenya, TdH NL programmes are implemented in Central, Rift Valley, Coastal, Western and Northern regions of Kenya where we collaborate with other CSOs and networks in the execution of projects aimed at preventing child exploitation and providing assistance to exploited children and youth.

### **About the Child Labour Project**

The Child labour project will be implemented by Terre des Hommes Netherlands in strategic partnership with Investing in Children and their Societies (ICS SP), and in collaboration with other key stakeholders in Busia County as well as at national level. The overall goal of the project is to prevent and respond to child labour with a focus on the service industry. The project is aligned with TdH NL strategy as it is designed to contribute towards the long term goal of ending child exploitation (child labour). It will focus on improving prevention of and response to child labour while generating evidence, mobilising and strengthening capacity of key stakeholders including children to advocate for systemic change in the fight against children exploitation in Kenya. This project further aligns with ICS SP goal and strategy of creating safe and nurturing environments for children to reach their full developmental potential.

To achieve the anticipated goal the project seeks to achieve 3 main outcomes:

1. Children with increased opportunities to access education and acquire relevant life skills and skills for work
2. Families and communities with strengthened capacity to care for, protect and provide the needs of their children.
3. Strengthened implementation of child labour laws and policies in the service industry.

The project will be implemented for a period of three (3) years running from **1st March 2022 to 28th February 2025**.

### **Objective of the function**

The Project Manager is responsible for providing substantive technical, project, and administrative support in the planning, implementation, monitoring, evaluation and reporting of the Child labour project in line with defined objectives and quality KPIs. The post holder is expected to lead and support the project team effectively and efficiently deliver the project. He/she will be expected to strengthen good cooperation with national and county stakeholders, relevant networks and alliances including but not limited to government, private sector, like-minded CSOs and communities.

The Project Manager, working together with the co partner team will be responsible for ensuring effective quality implementation through work planning, technical support, strategic engagement and advocacy, coordination, (internal and external) and partner capacity building and support. The Project Manager will be responsible for the realisation of the Child Labour Busia project in accordance with the defined goal(s) with regard to lead time, budget and quality.

### **Position in the organisation**

The Project Manager will work with the Country Team, and receive leadership and supervision from the Programme Manager (PM) to whom he/she will report to. He/she will, in close collaboration and consultation with the Programme Manager, be accountable for the rollout, coordination and oversight of the 3 year child labour project in Busia County and at national level.

### **Results Areas, Main Duties and Responsibilities:**

#### **1. Realising the project objectives**

- Overall management including effective planning, implementation and monitoring and reporting of project outcomes
- Translates project plan into a concrete and achievable work plan for project execution.
- Ensures project execution based on the work plan drawn up; directs the project team to this end, checks the progress of the project in terms of time, budget and quality and solves any conflicts/bottlenecks.
- Builds and strengthens strategic partnerships with key decision makers, policy makers, civil society entities and the relevant government ministries and departments at the national level in line with prevention of child labour
- Develops and monitors implementation of work plans for the child labour project
- Oversees risk mitigation through an up-to-date risk register throughout the project cycle to help in effective management and mitigation of risks
- Works with TdH NL finance team to develop and execute a procurement plan to ensure timely procurement of project supplies in line with project budgets
- Works professionally within TdH NL's policies and codes of conduct, including those related to child protection/safeguarding, confidentiality, safety and security and ethical practice.
- Ensures that the project officers and partners follow the policies, processes and protocol regarding child safeguarding,
- Communicates incidents and violations of the policies in line with the established protocol.

Result: Project is implemented according to the objectives of the developed project plan and the project team is involved, well-functioning and informed.

## **2. Project Monitoring, Evaluation and Learning**

- Works in close collaboration with the MEARL Officer and Regional R& PMEL Coordinator to monitor and report on the project progress
- Preparation of quarterly/yearly project progress reports in line with Terre des Hommes Netherlands reporting guidelines.
- Provide regular/routine project implementation updates to KCO management team
- Monitoring and safeguarding meaningful engagement of children in the implementation and management of the project.
- Provide technical inputs for child labour analyses, strategies and solutions and contribute to the development, dissemination and uptake of child labour knowledge products, capacity development materials and advocacy and information materials
- Identifies opportunities for improvement of working methods and procedures.
- Assists in the continuous assessment of child protection needs and gaps in Kenya in order to ensure that these are appropriately reflected in project strategies and interventions.
- As and when relevant, coordinates the activities of assigned consultants for specific tasks, such as evaluations, learning agenda, etc.
- Supports the Senior Communication Advisor at the Regional Office with information and materials for marketing and communication, e.g. news items (case stories), documentaries and photos.
- Work the Senior Communication Advisor at the Regional Office to consolidate, package and disseminate project best practices, success stories, case studies
- Ensures appropriate reporting, including through monthly and quarterly reports, are on time, accurate and as per TdH NL's requirements
- Has an active contribution to the continuous process of quality improvement for the provision of services in the specific policy area.

Result: Service has been improved in such a way that responses to relevant developments are made and contacts are maintained.

## **3.. Collaboration, Networking and Representation**

- Follows and identifies relevant (social) developments and issues and translates these into opportunities for the organisation and developed projects.
- Evaluates realised projects and, if necessary, proposes improvements for future project execution.

- Maintains relevant network contacts and represents the organisation with internal and external relationships.
- Encourages and guides collaborative processes with internal and external stakeholders in the context of the project.
- Maintains contacts with stakeholders and interested parties to gauge whether the project meets expectations.
- Represents TdH NL in protection cluster meetings and contribute to interagency initiatives

Result: Service has been improved, such that responses to relevant developments are made and contacts are maintained.

#### **4. Programme Development**

- Support Country Manager Kenya and the Programme Development Manager in identifying project development opportunities in Kenya
- Represent Kenya country office in critical spaces to increase visibility and credibility with donors and other external stakeholders ensuring we continue to claim our role as an expert organisation in our thematic areas
- Develop and share project ideas for further development into concept notes and proposals.
- Perform any other duties as relevant for the country programme as assigned and as can reasonably be expected from the position, in consultation with the line manager.

#### **5. Advocacy**

- Oversee county and national level advocacy in prevention of child labour
- Develop and oversee implementation of strategic plans and activities for agreed advocacy actions
- Use knowledge and insight into the political and legal environment to inform the project's advocacy actions towards prevention of child labour

#### **Education, Experience and Skills required**

- Masters degree in Social Sciences, Gender, Development Studies or related fields.
- At least 5 years proven experience in child protection programming (with at least 2 years in child labour projects)
- In-depth knowledge of child protection and child labour laws and sector nationally, and locally
- Proven knowledge, skills and experience in stakeholders engagement, lobby and advocacy at all levels
- Solid understanding on planning, budgeting and project reporting

- Experience in supervising/leading a team including excellent partner management skills
- Strong interpersonal, communication and presentation skills
- Planning, organising, cooperation, performance oriented
- High degree of taking initiative and working independently

### **Personal profile**

- Exhibits composure and professionalism. Ability to represent TdH NL in Kenya to donors, government officials, other NGOs, other external stakeholders in a self assured manner
- Excellent negotiating and communication skills both oral and written
- Ability to work under pressure and with limited supervision

### **Competency profile**

#### **A. Coaching**

Make others enthusiastic and motivate them to achieve a previously defined result. Encourage others to develop themselves to the full.

**Level 2:** Gives others the room to work independently and coaches them along the way.

#### **B. Planning & Organising**

The effective alignment of activities, time and resources to achieve objectives.

**Level 3:** Coordinates and aligns activities and supports and encourages others in the direct vicinity to start to plan and organise.

#### **C. Problem-solving ability**

Actively seek logical, tangible and realistic solutions for problems

**Level 3:** Can identify and articulate the core of the problem, can initiate the collection of relevant data and can propose solutions.

#### **D. The power of persuasion**

Expressing opinions convincingly, demonstrating interaction and debating effectively, thereby generating acceptance of viewpoints and ideas.

Defends and argues points of view with tact and in a clear and convincing manner while taking another opinion into account.

**Level 3:** Defends and argues points of view with tact and in a clear and convincing manner while taking another opinion into account!

**5. Contract Period:** One year contract with a possibility of extension



### **How to Apply**

Please send your motivation letter and curriculum vitae by e-mail to: [recruitment.africa@tdh.nl](mailto:recruitment.africa@tdh.nl) clearly demonstrating how you meet the qualifications for this position, no later than by **Monday, 28 February, 2022 1500hrs (EAT)**. For more information about this position, you can contact us through the same email address.

**This position is open to internal and external candidates.**

Note that due to the expected large response, only shortlisted candidates will be contacted. The selection procedure will also include an assessment test, and checking of recent professional references.