

Position Title: Project Delivery Lead
Position Location: Location to be negotiated
Reports to: Director of Programs
Supervises: Project Assistant
Works closely with: Regional Program Managers, Project Resource (Financial) Analyst, Regional Program Officers, Project Coordinators, Specialty Team Managers
Application deadline: November 11, 2020

Background

Starting in October 2020, Farm Radio will implement a short duration 7-country project for the German international development agency, GIZ. The project will use a variety of strategies to increase awareness, knowledge and uptake of good agricultural, nutrition, health and gender practices. The project will be executed in the context of the Covid-19 pandemic, which means that distance methods, not just for broadcasting but also for design and training, will be at the forefront. Countries include Cote d'Ivoire, Mali and Togo in West Africa; Ethiopia in East Africa and Malawi, Mozambique and Zambia in Southern Africa. Farm Radio has existing offices in Ethiopia and Mali and a longstanding strategic partnership with Farm Radio Trust in Malawi.

KEY AREAS OF RESPONSIBILITY

The Project Delivery Lead is responsible for the overall successful implementation of the project, including

- 1) Project coordination (25%)
- 2) Project planning and monitoring (35%)
- 3) Project analysis and reporting (30%)
- 4) Program development (10%)

1) Project coordination

The Project Delivery Lead is responsible for coordinating the project team, including a project finance officer, regional program officers (2) and country project coordinators (7), as well as linking to Farm Radio's specialty teams (5) and senior management. The Project Delivery Lead also leads on coordination with the funding agency and oversees engagements with other stakeholders, including strategic partners.

- Facilitate regular meetings of the international project implementation group
- Coordinate regular program team meetings
- Liaise between teams to ensure inputs to shared documents and overall coordination
- Serve as the primary focal point for the funder
 - Ensure issues and items raised by the funder are addressed by the appropriate Farm

- Radio staff in a timely manner
 - Maintain regular contact with the funder, including all project achievements
- Oversee the engagement of up to five strategic partners (Cote d'Ivoire, Malawi, Mozambique, Togo and Zambia), in line with Farm Radio policies
- Provide continuity and support efficiency among Country Teams in recruiting and engaging staff and consultants

2) Project planning and monitoring

The Project Delivery Lead is responsible for developing a comprehensive project implementation plan (PIP), including a workplan, spending plan and various strategies, eg communication, M&E, interaction and gender, which guides the entire organisation in executing the project.

- Develop the project implementation plan (PIP), including an overall workplan, using Farm Radio templates and processes
 - Ensure appropriate inputs from Specialty Teams, Regional Officers and Country Teams
 - Ensure the timely delivery of a coded budget and comprehensive spending plan by the Finance Team
 - Ensure acceptance of the PIP by the funder
- Oversee any revisions to the PIP, including inputs by Teams and internal and external approvals
- Oversee the project structure for planning and monitoring
 - Ensure Specialty and Country Teams develop and monitor quarterly workplans
 - Monitor the overall execution of quarterly workplans and spending plans

3) Project analysis and reporting

The Project Delivery Lead collates results and data emerging from the project and, following analysis from different teams, crafts it into project reports, both internal and external.

- Oversee the project structure for reporting, including a clear description in the PIP
 - Ensure relevant results, data and reports are provided by Country, Finance and Specialty Teams
- Prepare monthly progress and insight briefs for senior management and the funder
- Record high-level data on a monthly basis in the Farm Radio Project Implementation Table
- Deliver detailed quarterly reports, gathering results and insights from Teams
- Drawing on inputs from Teams, delivers comprehensive reports to the funder as per the funding agreement and project workplan
 - Liaises with the Project Resource Analyst to ensure that all financial reporting requirements are met and shared in a timely manner with the funder
- Ongoing link to Farm Radio Comms in order to launch and promote the project, share results, etc.

4) Program development

The Project Delivery Lead develops a strong relationship with representatives of the funder, including a forward-thinking line of dialogue with project leads and decision-makers a view to project sustainability and further funding, ie beyond the initial term of the project, as well as for new projects. These efforts may extend to other funders in the same geographies, ie Europe, West Africa, East Africa, Southern Africa.

- The Project Delivery Lead will manage the GIZ portfolio, including providing advice to other Farm Radio staff on GIZ funded initiatives.

QUALIFICATIONS

- Advanced degree in management, international development or equivalent experience
- Experience with agriculture, nutrition and gender as well as radio broadcasting, mobile telephony and social and behaviour change communication are significant assets
- At least five years' experience in managing complex communication-for-development or ICT-for-development projects, including results-based management, financial planning, contract negotiation, program reporting and staff oversight
- Significant knowledge of gender equality and inclusion, as well as women's rights, and experience in integrating these principles into project management
- Experience working in developing country settings
- Expertise with distance methods, eg e-learning, distance/online facilitation and networking, etc.
- Fluency in English is a requirement; fluency in French is highly recommended and ability in Portuguese is an asset
- Excellent cross-cultural communication skills
- Excellent organisational skills and ability to work under pressure and meet deadlines

Applications:

Farm Radio is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply.

If you wish to apply for this position, please follow [this link](#). No telephone calls please.