**Terms of reference for project personnel**

**Project manager**

**Duration of contract:** 18 months

**Place of work:** Busia County, Kenya

**Estimated remuneration (total):** EUR 1500 per month

**Responsibilities, duties and tasks of an expert**

1. Responsible for planning and completion of a project
2. Setting deadlines/milestones and provision of required resources
3. Fully responsible for the completion of a project on time and at predetermined resources
4. Regularly prepares reports for senior management on the project status
5. Precisely informs about potential threats and risks
6. Ensures the compliance of invoices and expenses
7. Approves all needed documents regarding invoicing, purchase and money transfers
8. Ensures that determined resources are sufficient for completion of individual tasks and activities
9. Daily supervises all project participants in accordance with a project
10. Bears full responsibility for the management of all contract employees and resources
11. Regularly communicates with clients (farmers), suppliers and field workers
12. Shows and applies analytical skills and the ability to solve problems effectively
13. Has to be able to work independently, show enthusiasm and be proactive throughout a project
14. Formulates requirements and manages all necessary changes
15. Formally evaluates the performance of contract staff
16. Ensures that implementation of a project is carried out in a good quality and a defined time frame

**Expected work results**

Project manager shall conscientiously fulfil all tasks, responsibilities and duties. Thereby ensuring quality, timely and accurate implementation of the project.

**Required qualification and skills**

* ***Academic education***

At least a bachelor degree; agriculture, agricultural economy, community development, management and similar braches of study will be preferred

* ***Required experience and expertise***

At least two years of experience regarding management and coordination of projects

* ***Required skills***

High level of communication and presentation skills

Effective and professional project proposal writing

Ability to draft project plans and simultaneously manage a number of projects

Analytical skills and the ability to solve problems effectively

Excellent organization and time management skills

Technological and entrepreneurial spirit

* ***Required language skills***

Excellent command of English, other languages are an asset

We recommend to select other personnel, if it is not known at the time of applying for a grant, through open selection process with transparent and unambiguous evaluation criteria.