

## **WasteAid Project Manager (Greater Banjul, The Gambia)**

### **Introduction**

1 out of 3 people worldwide are forced to dump or burn their waste, causing the spread of disease, polluting the oceans, and contributing to the global climate crisis.

At WasteAid, we work with communities and policy makers in low and middle-income countries to implement waste management and recycling programmes. Our work improves the livelihoods of some of the poorest and most marginalised, promotes circular economy innovation and contributes to a cleaner and healthier future for all.

Waste management is often a neglected element of the international development agenda yet the consequences of poor waste management are severe, affecting both people and planet. Health consequences include increased respiratory illnesses due to burning waste, higher levels of insect borne illnesses due to open dumping, greater prevalence of watery diarrhoea and other illnesses due to blocked and polluted waterways. It is the poorest that bear the heaviest disease burden and for those living in extreme poverty, this can lead to increased mortality. The environmental consequences of poor waste management are no less severe, burning waste contributes to the climate crisis through greenhouse gases, contaminated soil and waterways put ecosystems at risk and the dirt and odour from unmanaged waste degrades the general environment

To tackle this crisis, WasteAid promotes and shares locally appropriate, evidence based and inclusive waste management practices, supporting and empowering others to take positive action. We partner with public, private and community-based organisations in countries where poor waste management is harming the environment, economy and society. We cooperate with businesses and governments to help address the global waste crisis and we build the capacity of international non-governmental organisations with our bespoke approach to sustainable waste management, not least through our award-winning toolkit.

WasteAid is a dynamic, growing organisation that has more than quadrupled in size over the last 2 years. The organisation is active in 8 countries across Africa and Asia. WasteAid is a fast-paced, agile organisation that has incredible growth potential – constantly increasing in both scale and scope to respond to some of the world's most pressing issues.

### **The Norwegian Retailers Environment Fund**

**The project** – WasteAid has been awarded funding by The Norwegian Retailers Environment Fund entitled 'Empowering youth & vulnerable communities in The Gambia through plastic waste reduction & recycling' for an initial 23-month period in Greater Banjul. The aim of the project is to: Develop a community led waste collection system in three communities that incorporates a local waste collector network and raises awareness of the risks and opportunities of plastic waste within the local community. The second objective is to support local plastic recycling facility (already identified by WasteAid) to increase its capacity to process and sell these recyclables. By the end of the project the aim is;

- The selected communities understand the benefits of waste management and actively divert plastic waste (mainly hard plastics, PE, HDPE and HD; and soon also PET, LDPE) from being dumped/burned.
- The sole Plastics Recycling Company in the Greater Banjul Area is supported to scale its output and improve links to end markets to ensure long-term sustainability.
- In the communities where WasteAid is active, there is a measurable decrease in plastic waste.

### **WasteAid Project Manager - Job Description**

**Location:** Greater Banjul, The Gambia

**Reporting to:** Director of Programmes

**Salary:** Between 1.8m-2m Delasi Gross per annum depending on experience.

**Hours of work:** Full-time 5 days per week (37.5 hours)

#### **Project Manager Objectives:**

The Project Manager will provide overall project management, co-ordination and local engagement, as well as providing technical and administrative leadership and expertise on the project. The Project Manager will serve as the primary liaison with local operations and be WasteAid's ambassador for the region.

#### **Project Cycle Management**

- Local project management, co-ordination and engagement to include the planning and high-quality, timely execution of the local programme, working closely with the Director of Programmes to ensure that all aspects of the project management cycle are being adhered to.
- Detailed planning, regular review and execution of the project work plan.
- Tracking of log frame indicators/KPIs and ensure monitoring and evaluation processes are set up and operational.
- Ensuring timely narrative and financial reporting on the project, and to ensure a regular flow of information on the project successes that can be disseminated through WasteAid communications.
- Setting up regular project meetings with partner staff and other WasteAid colleagues.
- Ensuring that areas of technical support required for the project are defined, working closely with WasteAid team members for specific work packages within the project.

#### **Finance & compliance**

- Oversee local financial affairs of the project, including local budgets, adherence to effective internal financial controls and review of monthly financial reporting.
- Ensuring day to day compliance to WasteAid and donor rules on budget expenditure, paying particular attention to achieving and demonstrating value for money.
- Oversight of partner budgets ensuring that disbursements happen in a timely way and that evidence of expenditure is being strictly followed until disbursements are made.

- Ensure familiarity and adherence to donor and WasteAid's policies and standards with specific reference to Safeguarding and Whistleblowing policies.
- Development and monitoring of a project risk register.

### **Partner management**

- Oversight and management of work delivered by project partners
- Ensuring clear MOUs are in place and activities are clear for all partners and sub-contractors.
- Supporting on the logistical arrangements for field visits for WasteAid and partner staff.
- Ensuring that partners are inducted and trained on key policies within WasteAid (safeguarding, whistleblowing, anti-bribery and corruption, health and safety).

### **Communication & Representation**

- Represent WasteAid to key stakeholders, community leaders and national and local government in the region ensuring that knowledge of the project is shared with MECCNA and NEA and relevant municipal councils
- Attend and contribute to WasteAid project and team meetings, ensuring the Senior Management Team are kept up-to-date on the progress against key milestones set for the project and ensuring activities reflect WasteAid technical recommendations.

### **Qualifications and requirements**

#### **We are looking for a strong Project Manager**

- Eligibility to live and work in The Gambia
- Individual must be able to work partly from home and partly in shared office space (shared office space 2 days a week)
- Education to first degree level in a relevant discipline **or** significant project management experience
- Experience with working in coordination with local government, community-based organisations and the private sector.
- Proven track record in delivering donor funded projects in the non-profit sector. Excellent project management skills, planning, budget and logistics management, organisation, interpersonal skills and communications.
- Experience in private sector business, and in building capacity of small to medium enterprises would be an advantage.
- Experience in behaviour change approaches would be an advantage.
- Excellent English language writing and communications skills; proficiency in locally relevant languages is essential.
- Experience in waste management not essential but desirable.
- Ability to work both independently and as part of a remote team.
- Flexibility, ability to easily overcome the pressure, ability to improvise and prioritise workloads, and sensitivity to cultural diversity.
- Proficient in MS Office (word, excel, power point) .
- Commitment to the mission and goals of the WasteAid programme and all policies including Health and Safety and Safeguarding.
- Early availability to start the role would be an advantage



- Up to date driver's license and advantage. Ability to travel within the region, requirement to travel to various collection points in Greater Banjul for monitoring and evaluation

**To apply for this role:** Please send **your CV with a cover letter (max 2 sides A4)** to [recruitment@wasteaid.org](mailto:recruitment@wasteaid.org) demonstrating how you meet the requirements of the job description by midnight Gambia time by Friday 10<sup>th</sup> March 2023.

**WasteAid is an equal opportunities employer and we encourage qualified applicants from historically underrepresented groups.**

**WasteAid**

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