**GAMBIA COUNTRY PROGRAMME MANAGER - WASTEAID**

**Location**: Ideally Banjul, with potential for a hybrid between UK and Gambia

**Reports to**: Director of Programmes

**Direct Reports**: PM NREF, PO Gambia

**Key Relationships**: Head of Impact and Quality, Finance Grants Officer

**Salary**: Competitive

**Contract Duration:** Initially one year but subject to renewal

**\*\*CANDIDATES WITH THE RIGHT TO WORK IN GAMBIA ARE STRONGLY ENCOURAGED\*\***

**About WasteAid**

WasteAid is an international non-governmental organisation that works in low and middle-income countries to implement environmental and economic development programmes, focusing on support to nascent green businesses and grassroots entrepreneurs.  The 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.

The organisation promotes and shares locally appropriate, evidence based and inclusive practices, supporting and empowering others to take positive action.  They partner with public, private and community-based organisations in countries where practices are harming the environment, economy and society.

The organisation is less than 10 years old and has enjoyed unprecedented growth (it has grown by 400% in income terms since 2020). It is a dynamic organisation with an international team who work in a supportive and collegial environment. For the right candidate there is ample opportunity to progress and for personal development.

**WasteAid in The Gambia**

WasteAid is currently intervening in the Gambia to tackle plastic waste, working with community collectors and developing value chains.  We are also delivering a Circular Economy Network to fast track local solutions to the waste crisis and supporting green enterprises as well as the 3 local authorities in the Greater Banjul Area. Finally, we are about to embark on a 3 year EU funded project working with organic waste and focusing on developing composting businesses on a large scale.

**Job Purpose:** The purpose of this role is to take strategic lead of WasteAid’s Gambia programme, supervising current projects and project staff and personally directing two key projects EU-S-Organics & CIWM-funded Circular Economy Network to ensure that WasteAid is liaising with the correct governmental and local authority stakeholders and setting the network on the path to being self-governing and self-sustaining.

The person will also help lead the way in identifying new funding opportunities in country whether directly through donors or through strategic partnerships with others INGOs or private sector.

The person will also be a key link between the programmes team in the UK and The Gambia helping to embed best practice in Project Cycle Management across our portfolio (Monitoring and Evaluation, Donor Compliance, Safeguarding, Feedback Mechanisms)

**JOB DESCRIPTION**

**MAIN TASKS AND RESPONSIBILITIES**

**Programme Management**

* In conjunction with the Project Officer, lead the **strategic** direction of the CIWM funded CEN
* Lead and represent WasteAid’s EU S Organics project liaising with consortium lead United Purpose (now named Self Help Africa) and ensuring a positive profile for WasteAid with key stakeholders, including Ministries and national agencies.
* Ensure implementation of all Gambia projects are on time, target and budget, using effective MEAL systems to reach desired impact.
* Regularly evaluate projects effectiveness, to develop improved methods; share findings and to advise project staff on the direction of project
* Convey relevant information from senior management to project staff in order to keep them informed and engaged
* Supervise the compilation of all donor reports and assist with development of future projects as needed
* Work with staff to produce timely and high-quality data and reports.
* Liaise closely with local authorities, donor and partner agencies to ensure projects compliance with donor policies and regulations
* In collaboration with senior management personnel, identify funding opportunities and contribute to the design of new program concepts. Draft concept notes, working budgets, assessment reports, and results framework.
* Maintain flexibility to take on added responsibility as and when needed

**Human Resources Management**

* Supervise two key staff, Project Officer and Project Manager to ensure their smooth and effective operations
* Lead the development of capacity building plans to all project staff
* Monitor project staff performance according to their job description and set objectives.
* Provide technical oversight and project cycle management training to staff, with an emphasis on staff capacity building.

**Monitoring, Evaluation, Accountability and Learning**

* Integrate MEAL approaches and activities into project plans and operations, outlining how MEAL will be implemented at each stage of the program cycle.
* Based on findings, lessons, feedback and assessment data generated from MEAL system, identify and utilize the best approaches to provide communities with relevant and actionable life-saving and life-enhancing activities and information.

**Representation**

* Represent the organization in-country
* Develop and maintain effective working relationships with all stakeholders - including community leaders, NGOs, UN agencies, community-based organizations and other sectors to enhance cooperation and coordination
* Attend any coordination meetings which are relevant to country projects
* Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values and stand-point with regard to internal and external actors

**Fundraising**

* Support the develop of a Gambia Country Funding strategy, working with the team to establish follow on and new funding from inside and outside of The Gambia
* Development of concept notes and proposal to support the expansion of our projects in country

**Communication**

* Ensuring communications strategy is in place for projects, working with WasteAid in the UK on ensuring appropriate and timely communications across all projects
* Ensuring wider team is aware and informed of projects in The Gambia – sharing best practice
* Development of knowledge pieces from our projects on what is working in The Gambia to drive the circular economy

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

**MINIMUM QUALIFICATIONS**

* Typically, a Bachelor’s Degree in related field is preferred. Equivalent combination of relevant education and experience may be substituted as appropriate
* Typically, 5+ years of relevant experience working in development contexts, ideally a detailed knowledge of Gambia.
* Good networker. Ability to work collaboratively with donor agencies, international organizations, and other foreign and domestic government officials and partners
* Typically, 5+ years of programme delivery experience which could be drawn from a variety of contexts
* Typically 5+ years of personnel management
* Experience in delivering work where there are contract compliance requirements, experience in managing donor funding in a development context an advantage
* Experience in working with international and national teams
* Experience in capacity building of staff and local partners
* Ability to support implementation of HQ strategies and best practice
* Extremely flexible, and have the ability to cope with stressful situations and frustration
* Ability to relate to and motivate staff effectively
* Excellent presentation skills; ability to represent WasteAid at national fora
* Team player and strong communication skills, both oral and written
* Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint

**Desired**

* Specific experience working within an international NGO in a similar capacity
* Skills and knowledge in program sustainability and capacity building, public private partnerships and project monitoring and evaluation (both quantitative and qualitative methods)

Please supply a covering letter (no more than 2 pages) highlighting how your experience matches the requirements and an up to date CV (no more than 3 pages) as to your motivation and suitability for the role to **recruitment@wasteaid.org, using Gambia Country Manager in the subject box.** WasteAid will be shortlisting as we go along and may interview early if we have a cohort of suitable candidates so early application is recommended. **Deadline 21s March 2024**