



The World Vegetable Center (WorldVeg) is a non-profit, autonomous international agricultural research center with headquarters in Taiwan and five regional offices around the globe. WorldVeg conducts research and development programs that contribute to realizing the potential of vegetables for healthier lives and more resilient livelihoods. For more information, please visit our website: worldveg.org

WorldVeg seeks to recruit a Project Management Officer to implement large multi-country projects in Eastern and Southern Africa. The person will provide administrative leadership to projects and is supported by other staff, including finance, procurement, M&E, and communications officers.

The person will report functionally to one of the Project Leaders and the Associate Director General for Africa, based in Nairobi, Kenya.

Key Responsibilities:

1. Project Team Management

Recruitment, onboarding and general management of project staff ensuring that they have clear responsibilities and are motivated.

2. Project Coordination and Implementation

Coordinate the project implementation, ensuring activities are implemented timely, effectively, and in compliance with donor requirements.

3. Subgrant and Subcontract Management

Formulate and manage subgrant and subcontract agreements with partners in coordination with the Center's R&D Support Office, Procurement Office, and Finance Office.

4. Workplan and Budget Development

Develop annual work plans and budgets, ensure all project team members have clear responsibilities, and allocate resources efficiently to meet project goals.

5. Project Meetings & Communication

Convene and facilitate regular project management and team meetings to monitor and communicate progress, address challenges, and ensure alignment with project objectives.

6. Monitoring, Evaluation, and Reporting

Lead project monitoring and evaluation, tracking progress and impact, and preparing donor reports summarizing outcomes, challenges, and solutions.

7. Event Planning & Coordination

Contribute to the planning and organizing of project-related events, such as workshops, training sessions, and stakeholder meetings, ensuring they align with project goals and engage the relevant participants.

8. Team Building and Management

Create and cultivate strong project teams by promoting collaboration and a positive team spirit.

9. Additional Responsibilities

Undertake other duties as assigned by the supervisors and as required by the Center.

Required Qualifications:

1. An MSc in a relevant discipline.

2. Ten or more than ten years of relevant project management experience.
3. Excellent financial and budget management skills with attention to detail.
4. Experience with implementing multi-country projects.
5. A team builder with excellent organizational skills.
6. Excellent communication skills in English and Swahili.
7. Experience with international agricultural research organizations such as the CGIAR is an advantage.
8. Willingness to travel occasionally.

The Reward: This is a Nationally Recruited Staff (NRS) position with competitive pay and benefits. It is only open to Kenyan nationals. The appointment is for three years, and the position will be available from **1 January 2025**.

The candidate we hire will embody WorldVeg's Five Core Values:

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| 1. <i>Dedication to Innovation and Knowledge Sharing</i> | Supports the conduct of world-class science, respects ethical standards, and is committed to transparently sharing results. |
| 2. <i>Commitment to Impact</i> | Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals. |
| 3. <i>Commitment to Partnerships</i> | Believes in the value of partnerships to advance research for development. |
| 4. <i>Respect for People</i> | Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views. |
| 5. <i>Respect for the Environment</i> | Strives to minimize its environmental impact and to introduce greener technology and practices. |

How to Apply: Applicants should submit a letter of application explaining their suitability for and interest in the position along with a curriculum vitae, a recent passport-size photograph, the names and contact details (including phone numbers and e-mail addresses) of three referees, and date of availability to human.resources@worldveg.org or before **30 November 2024**. Please mention the position title in the subject line.