JOB DESCRIPTION: PROJECT MANAGER

About AVPA

The African Venture Philanthropy Alliance (www.avpa.africa) is a unique Pan-African network of social investors collaborating to increase the flow capital into African social investments and ensure its effective deployment for maximum social impact. At a grand scale, AVPA is aiming to address the SDG financing gap on the continent by not only mobilizing more philanthropic capital but also crowding-in private capital into social investments. We work with a variety of social investors deploying grants, debt and equity (the continuum of capital) into social investments. These include foundations, corporates, family offices, individual philanthropists, angel investors, impact fund managers, PE & VC funds, bilateral and multilateral donors, governments, DFI's and non-financial service providers. Our network seeks to achieve greater social impact through collaboration, exchange of information, acquisition of skills and knowledge and the application of innovative finance approaches/models.

AVPA has its headquarters in Nairobi, with regional offices in Johannesburg and Lagos. AVPA is aligned with thriving sister networks in Europe (EVPA), Latin America (Latimpacto) and Asia (AVPN), thus forming a dynamic global force for social impact. For more information about AVPA, see www.avpa.africa.

Summary of Consultancy Role

AVPA seeks to recruit a **Project Manager** for a two-year term. The Project Manager for AVPA's 'Knowledge Centre & Capacity Building Project' (KC&CB), financed by the African Development Bank (AfDB) through the Fund for Africa Private Sector Assistance ("FAPA") - Project ID No:P-Z1-KB0-018, will be responsible for building credible Knowledge Center offerings and developing robust capacity building programs with a view to enhancing the readiness of social impact investors to achieve their aspirations for social impact by helping them better understand new investment approaches.

Main Expected Outcome Of The Project

Increased capacity and effectiveness of social investors to improve access to funding for social entrepreneurs.

Key Responsibilities

- Ensure compliance with grant requirements while maximizing the use of funds through effective budgetary planning, control, reporting and approvals.
- Plan, generate and disseminate practical studies, market analyses and investment reports that outline and detail the funding and investment landscape across Africa with the various AVPA stakeholders.
- Generate practical insights and case studies relating to critical aspects in the funding and investment landscape of SMSEs on the continent.
- Develop a database of tools and resources (knowledge materials) that AVPA's constituents/members can use during and after the project.
- Create and deliver training offerings for new and advanced investors to help them engage in successful social impact investment.
- Leverag data and networks to implement an interactive online "Deal Share Platform (DSP)" that members can access to identify potential funding partners
- Provide management, technical oversight, and capacity building for CLA and MEL throughout the project cycle to ensure design and implementation are in line with AfDB policies, procedures and guidelines.
- Lead the design and implementation of the project's Collaboration, Learning, and Adaptation (CLA) framework, including the Monitoring, Evaluation, and Learning (MEL) Plan.
- Facilitate regular reviews, testing, and refinement of the project's logical framework and theory of change to ensure that learnings are incorporated into project planning and implementation.
- Organize periodic external knowledge exchange, learning and reflection events designed to improve the capacity and effectiveness of social investors to increase access to funding by social entrepreneurs.
- Manage, supervise and mentor the Assistant Project Manager as well as external evaluators or research partners so as to ensure a high-quality KC&CB project.

Required Skills and Abilities
- Knowledge of contemporary means for knowledge sharing e.g. web tools and e-learning.
- Strong analytical and problem-solving skills.
- Strong written, verbal and presentation communication skills.

Preferred Qualifications
- Experience implementing and managing CLA and MEL systems within organizations like: USAID, AfDB and/or DFID (now FCDO)
- Proven ability to use data collection, analysis, and visualization software (e.g., Commcare, ODK, SPSS, STATA, Zoho reports, PowerBi).
- Strong quantitative and qualitative data analysis experience.
- Demonstrated experience in generating communication and learning products such as publications, case studies, reports and learning briefs.
- Demonstrated experience organizing learning events for diverse audiences.
- Experience in building the capacity of partner organizations, key stakeholders and staff on CLA.

Travel
Must be willing and able to travel up to 30% as needed.

Basic Qualifications
- Master's Degree in a relevant discipline such as International Development, Knowledge Management, Organizational and Adult Learning.
- At least six years of experience implementing learning, monitoring and/or evaluation activities for complex programs across Africa.
- Experience in establishing, maintaining, and using MEL systems (including developing theories of change, results frameworks, logic models, MEL plans, learning and accountability plans).
- Experience in facilitating meetings and events with a wide range of stakeholders (internal and external) that result in collaborative decision-making and agreed upon priorities.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint, Outlook), web conferencing applications, and information management systems.

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

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Interested candidates applying for this position should follow these instructions:

Send: Cover Letter and Curriculum Vitae
Email: jobs@avpa.africa
Deadline: Before 5:00p.m. (EAT) on 30th September 2022.
Subject Line: "Knowledge Centre & Capacity Building Project"