

VACANCY ANNOUNCEMENT:

Project Manager

Company Overview:

Samuel Hall is a social enterprise specialising in migration and displacement research. Our rigorous research approach informs policies and programs and connects communities to change-makers for more inclusive societies. Structured around three pillars, including Research & Policy, MEAL, and Data Standards and Analytics, the company has offices in Kabul, and Nairobi, and staff working remotely.

The company has registered its holding in the Hague, Netherlands, where it aims to situate core functions including finance and human resources, to begin with. Samuel Hall partners with global organisations (United Nations, governments, and non-governmental organisations – NGOs) as well as universities to better understand, remove, and reduce barriers to migration and inequalities in the world. With ongoing conflicts, instability, climate change, and socioeconomic inequalities, our work remains crucial in providing evidence-based solutions. The company is currently composed of 45 full-time staff members. Learn more at <https://www.samuelhall.org/>.

Position Overview:

This is a new role within Samuel Hall, providing a unique opportunity to shape and define the position while managing impactful projects addressing migration and displacement issues. The Project Manager will manage up to two large-scale projects, ensuring excellence in project delivery and team coordination across Samuel Hall's units (finance, operations and research) and with partner organisations.

This will be a full-time role, working remotely with frequent travel to the organization's offices. The reporting line is to the Director of Programmes.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programs, and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia, and the United Arab Emirates, we are based in the regions we study.

We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations, and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team players who can add value from the very start, expand our knowledge, and help us maximise our social impact.

Job Purpose:

The Project Manager will lead and manage the delivery of up to two large-scale projects, ensuring effective coordination, financial oversight, reporting and stakeholder engagement. The role combines robust project management capabilities with elements of grant management, supporting seamless execution, compliance with funding requirements, and positive client and stakeholder relationships.

Tasks & Responsibilities:

Objective 1 - Project Management

- Manage project lifecycles from initiation to closure, ensuring alignment with objectives, timelines, and budgets.

- Develop detailed project plans, track progress, and mitigate risks using project management tools and dashboards.
- Oversee financial aspects, including budgeting, cost tracking, forecasting, and grant compliance.
- Ensure quality control and adherence to Samuel Hall and client standards.

Objective 2 - Team Coordination and Development

- Manage, coordinate and mentor project teams, clearly defining roles and responsibilities and monitoring progress
- Organize and lead team meetings, facilitating effective communication and alignment
- Foster a culture of collaboration and creative problem-solving to enhance project efficiency and quality.
- Identify training needs and support professional development within the team.

Objective 3 - Stakeholder Engagement

- Manage stakeholder engagement and serve as clients' primary point of contact, maintaining strong relationships and clear communication.
- Coordinate with internal and external stakeholders, including funders and partners, to ensure seamless project execution.
- Prepare and deliver high-quality reports, presentations, and updates tailored to diverse audiences.
- Represent the organisation at client meetings, workshops, and other forums.

Vacancy Requirements

Qualifications and Criteria

- Minimum of 6 years of proven experience in project management, budget oversight and team coordination preferably within a multi-national or NGO environment. Backgrounds such as management consulting, NGO grant management, or grant compliance are highly relevant.
- Strong client relationship management skills, with the ability to build trust and maintain effective communication.
- Demonstrated ability to operate in entrepreneurial environments, navigate cross-geographies, and work collaboratively within a values-driven structure.
- Proficiency in project management tools) and strong analytical skills.
- Bachelor's degree in a relevant field (e.g., Project Management, Business Administration, Social Sciences). A Master's degree or certifications such as PMP or PRINCE2 are advantageous.
- Flexibility and adaptability to evolving demands and complex environments.

Competencies

- **Project Management Expertise:**
 - Deep understanding of project management principles and methodologies.
 - Ability to manage multiple priorities in a dynamic environment.
- **Financial Acumen:**
 - Strong capability in financial analysis, reporting, and compliance.
 - Proactive in identifying and addressing budgetary challenges.
- **Leadership and Team Development:**
 - Effective leadership and decision-making skills.
 - Commitment to fostering team growth and a positive working environment.
- **Stakeholder Engagement:**
 - Exceptional communication and interpersonal skills.
 - Ability to build trust and maintain strong relationships with diverse stakeholders.
- **Problem Solving and Adaptability:**
 - Proactive, solution-oriented approach to challenges.
 - Adaptability to evolving project demands and priorities.
- **Working Conditions**
 - High travel requirements to various international and regional locations as per project requirements.
 - Must be comfortable working in various settings, from well-established offices to remote and developing regions.
 - Willingness to adapt working schedule when needed to accommodate different time zones and travel requirements.

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| Location | Nairobi, Kenya |
| Position | Project Manager |
| Vacancy closure | January 24th, 2025 (with applications considered on a rolling basis as received) |
| How to apply | All applicants should follow this link to apply: https://app.testgorilla.com/s/q82ouk0g |
| Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews will be conducted on a rolling basis. | |