



ADRA Kenya
Adventist Development and Relief Agency Kenya
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STRONGER Project

Terms of Reference (ToR): Project Manager

1. Assignment Information

Assignment Title	Project Manager
Cluster/Sector	Humanitarian Development
Contract Period	7 Years
Contract Type	Regular (1-year renewable)
Duty Station	Turkana West, Kakuma-Kalobeyei

2. About ADRA Kenya

ADRA Kenya (the Adventist Development and Relief Agency Kenya) is a faith-based agency that strives to demonstrate God's love and compassion. We work to change the lives of people in need so profoundly so that they can help themselves and create positive change around them.

3. Project Description

This is a 7-year multi-sector project seeking to enhance the equal enjoyment of sexual and reproductive health rights (SRHR) of adolescent girls and women (AGW), especially those affected by gender-based violence (GBV) & disability in indigenous, remote, resettlement or urban poor areas (IRRUA) of Kenya, Cambodia and The Philippines. The project is an initiative of ADRA Canada, its Canadian partners (Salanga and HealthBridge), along with ADRA offices and other key local stakeholders in Cambodia (CA), Kenya (KE), and the Philippines (PH). In Kenya, the project target area is Turkana County (Turkana West sub-county).

4. Job Description (Summary)

The Project Manager provides technical leadership, day-to-day management, and coordination of the STRONGER project at the field level in Turkana County. The position works closely with implementing partners and relevant government departments to ensure effective planning, implementation, and support for all project activities.

5. Specific Tasks

I. Project Implementation and Accountability:

- Ensure the timely planning of project activities through the development of Program Implementation Plan (PIP), Annual Work Plans, Detailed Implementation Plans, Monthly Activity Schedules and Procurement Plans.
- Conduct the Project Initiation in the project location, through start-up meeting or workshop and other stakeholder engagements meetings/events.

- Oversee the accomplishment of the project activities in line with the project plans and DIPs within the approved project timeframes.
- Identify and manage project risks, whilst ensuring timely communication of emerging risks and possible mitigation measures, to the Programs Department.
- Ensures timely preparation and summation of all Activity approvals, Financial and Purchase requests for all related project activities by the project staff, as well as timely reporting (programmatic and financial reporting).
- Develop strategic innovations that enhance the sustainability of the project and create an opportunity for scale up or future funding.
- Ensure that quality and standards are maintained through the entire project implementation.

II. Staff Management

- Supervises 10 technical staff, 2 administrative support staff and 2 drivers assigned to the project.
- Guide, mentor and coach the project staff under his/her supervision in ensuring quality planning, execution, monitoring and reporting of the project activities.
- Set achievable targets and key performance indicators for the project staff, in line with the project objectives.
- Conduct performance appraisals for the project staff, and report to the Programs and HR department.
- Ensures clear communication amongst the project staff, proper behavioral conduct and an amicable way of resolving issues. Escalate issues that need attention of and action by the senior management.
- Mentor the project staff on project implementation, collaborations, stakeholder relations, project reporting and communications.
- Identify any staff training needs and propose to the Programs Department.

III. Project Monitoring, Reporting and Transition

- Responsible for the overall monitoring of the implementation progress of the project in line with the project outcome and output indicators.
- Ensures all required Project Reports (monthly, quarterly, semi-annual and annual) are prepared and submitted as per the donor guidelines (ensuring timeliness and quality). Progress reports may be requested on a needs-basis.
- Prepare a timely Project exit strategy and plan, for gradual and system planning to the end of the project.

IV. Stakeholder Management and Collaborations

- Map out, document, and share on a regular basis all the stakeholders relevant to the project.
- Identify and address any needs amongst the stakeholders, which may influence the project implementation.
- Establish and maintain good working relationships with other implementing organizations and stakeholders within the project location.
- Strategically engages relevant County partners and stakeholders in the project activities.
- Represent ADRA Kenya in all County and Stakeholder forums including CSGs.



- Actively participate in County planning meetings and/or with other agencies, for strategic maximization of possible complementary funding of the project activities.

V. Documentation:

- Responsible for the safe keeping and filling of all project documents including the Agreements, Project Proposals, Change Requests/Proposals, Budgets, Quarterly, Baseline, Quarterly, End-Evaluation and Project Closure reports and back-up on the office server.
- Lead the project officers in documenting project success stories and submit with every progress report.
- Lead the project officers in ensuring that all project photos from the project initiation to closure are deposited in a named project folder and backed up in the office server.

VI. Additional Job Responsibilities

- Support the design and development of new concept and proposals for related programming information management and reporting
- The Project Manager may be tasked with additional duties within their level of expertise and experience as deemed relevant to the assignment and advancement of the project objective by the supervisor

6. Desired Competencies and Minimum Qualifications

Education	University degree in Project Management, Development Studies, Health, Education, Gender, or any other relevant academic qualifications
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> At least 3-year experience in a comparable position <input type="checkbox"/> Knowledge in project management (technical, budgets and staff/people management) <input type="checkbox"/> Extensive experience in strategic planning and management, including project/program development and implementation and grants' management <input type="checkbox"/> Experience in Health, rights and educations related programming <input type="checkbox"/> A good understanding of the social-economic and environmental dynamics of the ASAL counties, of Kenya particularly, Turkana region.
Desired Skills/ Competencies	<ul style="list-style-type: none"> <input type="checkbox"/> Superior Written and Verbal Communication Skills (excellent written and oral communication skills, including facilitation and cross-cultural communication) <input type="checkbox"/> Excellent inter-personal skills, and ability to maintain strong relationships with colleagues, partners, supporters and collaborators, and versatility in dealing with different types of partnerships and partnership arrangements <input type="checkbox"/> Ability to coordinate and work in teams, as well as in complex environments, including appropriate team mentorship and coaching. <input type="checkbox"/> Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure. <input type="checkbox"/> Strong and advocacy skills. <input type="checkbox"/> Willingness to undertake fieldwork in and/or travel to remote areas <input type="checkbox"/> Excellent organization skills and self-directed <input type="checkbox"/> Computer Literacy (Microsoft Office, Database Skills)



7. Application Procedure

Suitably qualified and interested candidates should submit their applications through www.adrakenya.org/get-involved/join-our-team by **November 17 2025**, at **5.00**. Applications sent through e-mail, or any other means will **NOT** be accepted.

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks, including a criminal records disclosure.

