



Rural Water Project: Chlorine Dispenser Scale-Up

Position: Deputy Project Manager
Start Date: April/May 2010
Location: Busia, Kenya with flexibility to travel/relocate to Kisumu, Nairobi or elsewhere in Kenya if the work requires
Application Deadline: 11 April 2010

About Innovations for Poverty Action

IPA is a non-profit organization that creates and evaluates approaches to solving development problems and disseminates information about what works and what does not to policymakers, practitioners, investors and donors around the world.

About the Rural Water Project

IPA's Rural Water Project is working to disseminate the Chlorine Dispenser—a highly cost-effective point-of-collection water treatment technology developed by the project. The Chlorine Dispenser has been proven to achieve high usage rates among communities and significantly reduce waterborne disease.

The project has received very strong interest in this promising new technology from a number of partners including several ministries of Kenya's government. RWP is expanding its field activities to pilot Chlorine Dispensers in a variety of contexts and in partnership with other institutions. Informed by these pilots, the project team then plans to implement Chlorine Dispensers on a large scale.

Responsibilities

The Deputy Project Manager role is a new leadership position within RWP's growing field team. The Deputy Project Manager will support the Project Manager in executing pilot projects and overseeing field activities as the project grows. This is a key field management position on our team which will involve significant responsibility and present opportunities for long-term professional development and advancement. The responsibilities for this position are as follows:

Field Operations Management and Planning: Assist in managing the day-to-day field operations of the project. Prepare work plans for the execution of field activities and oversee field teams. The Deputy Project Manager will have ownership and responsibility over the successful execution of significant field projects.

Financial and Activity Tracking and Reporting: Assist in tracking finances for field activities and submitting timely and accurate financial reports. Use management tools to track activity progress and prepare regular activity reports. Effectively coordinate activities with colleagues across all functions of the project and communicate frequently with the Project Manager.

Partnership and Relationship Management: Assist in maintaining and building upon relationships with local stakeholders, including community leaders, elected officials, and government officials at the district level. Coordinate activities with local ministry offices that IPA works in partnership with.

Support Operations Development: Work with the Project Manager and senior management staff to improve upon systems for managing field activities, delivering project services and ensuring high-quality operations.

This position will initially be based in Busia, Kenya for a significant period of time. As the project grows, there is the possibility that travel to other parts of Kenya may be required, with the further possibility of eventual relocation to Kisumu, Nairobi or elsewhere. Applicants should be flexible with regard to travel and location—the Deputy Project Manager may be based in Busia long-term, or travel and/or relocate if the work requires.

Qualifications

Formal Qualifications, Experience and Skills

- Minimum of a bachelor's degree and a strong academic record
- At least two years' experience in a role with management responsibilities in a high-performance professional environment
- Experience managing projects and staff, and a strong project management skill-set
- Strong written English, written Kiswahili and communication skills
- Exceptional organisational skills; demonstrated ability to execute complex tasks and effectively manage staff
- Strong computer literacy; significant experience with Microsoft Word and Excel preferred

Required Attitude

- Enthusiastic to develop personally and professionally and become a leader in our organisation
- Eager to be part of a fast-paced, rapidly growing project and hard-working team
- Motivated by the project's high potential for widespread impact on public health

To Apply

Applications can be submitted via email to ipak.water.jobs@poverty-action.org with the subject line "Deputy Project Manager Application." Please attach the following documents:

- A covering letter explaining the applicant's interest in the position and fit for the role
- The applicant's updated CV
- A copy of an official or unofficial university transcript, if available
- Optionally, an example of a management/organisational tool that has been developed and used by the applicant

Short-listed candidates will be contacted on a rolling basis, so interested applicants should apply as soon as possible. The closing date for applications is 11 April 2010.