

Project Officer (East Africa) – Shared Interest Foundation

<b>Reports to:</b>	<b>Responsible for:</b> n/a	<b>Date:</b> July 2025
<b>Location:</b>  The successful candidate will be based in East Africa (Kenya, Rwanda or Uganda). This is a remote working position with frequent travel around the region.		

**Role and Responsibilities**

Shared Interest Foundation (SIF), established in 2004, is an international development charity based in Newcastle upon Tyne, UK. We aim to improve livelihoods through developing sustainable businesses and income-generating initiatives across Africa and Latin America. Over the past 20 years, SIF has implemented 51 projects in 15 countries throughout Africa and Latin America, reaching over 13,000 farmers and artisans. Our projects offer business support to smallholder producer groups with a specific focus on:

1. Empowering women and youth
2. Enterprise development
3. Building the climate resilience of farmers and artisans

SIF is recruiting a Project Officer to support the development and management of our projects in the East African region. We currently have one active project in Rwanda and two in Uganda. The successful candidate will be responsible for supporting the planning, execution, and completion of these projects, as well as new ones, within a defined scope, timeline, and budget. Additionally, he/she will monitor the impact of our past projects, including our two Bees for Business projects, which we concluded this year in Uganda.

#### Core Tasks

- Manage the implementation of SIF project in region ensuring alignments with objectives, agreed deliverables and budget
- Support project delivery partners with activity and financial reporting in accordance with SIF policies
- Provide timely project progress reports and updates to Foundation team.
- Assist with the development of new project proposals including the development of accurate and fully-costed budgets
- Conduct due diligence assessments on new delivery partners in accordance with SIF Due Diligence Policy
- Manage projects within the agreed budgets
- Support with the development of project monitoring tools
- Participate in the launch of new projects in the region.
- Assist in identifying potential project risks and issues and implementing risk management strategies
- Monitor project quality standards and ensure compliance with organisational policies and donor requirements
- Assist with project evaluations and impact assessments.
- Provide feedback and suggestions for improving project workflows and efficiency.
- Support Foundation Development Officer and Partnership Manager to identify new regional partnership opportunities
- Represent SIF at events, conferences and other similar gatherings within the region.
- Undertake monitoring visits to SIF projects in the region.

#### People

- Act as first point of contact for regional project partners
- Maintain regular communication with the Foundation team in the UK and Ghana to ensure efficient information sharing and workflow
- Builds relationships with partners, colleagues and project beneficiaries.
- Establishes effective and appropriate methods of communication with partners and project stakeholders.

#### **Key business reporting and administration**

- Manages delivery partners.
- Provides regular updates on project activities in the region.
- Produces appropriate documentation including status reports on projects, need assessments and evaluations.
- Provides reports and input as required to Shared Interest Foundation communication materials including Annual Review and Social Accounts.
- Supports Foundation KPI reporting.

#### Miscellaneous

Carry out any other work necessary to support the Foundation and any other duties commensurate with this post, or as reasonably requested by Senior Management.

#### **Skills and Experience**

##### **Essential**

- Minimum of three years' experience in project management.
- Two years' experience in project delivery partner management.
- Knowledge and understanding of the challenges facing producers and producer organisations in the agricultural and handcraft sectors across East Africa
- Excellent written skills and experience of providing detailed, concise reports
- Excellent communication and presentation skills

- Excellent organisational, research and administrative skills.
- Experience of effectively managing multiple priorities in order to meet deadline and targets.
- Proficient in Microsoft Office
- Ability to work independently and as part of a team.
- Experience with collaborative tools (e.g., Microsoft Teams, Zoom) for ensuring effective communication with colleagues
- Ability to travel regularly within East Africa, International travel may also be required.

**Desirable**

- Good understanding of project management principles and tools
- Proven experience in managing donor funded projects.
- Good knowledge of project development and budgeting.
- Experience in project evaluation and impact assessment.
- Proven experience in conducting need assessments.
- Good knowledge of proposal writing.
- Experience in impact data gathering and analysis.
- Experience developing projects in alignment with SIF focus areas (climate change, women empowerment, enterprise development)
- Knowledge and understanding of fair trade principles

Education and Qualifications

**Essential**

- Educated to 'A' level or equivalent practical experience.

**Desirable**

- Educated to degree level in a relevant field (Business Administration, Project Management, Development Studies, International Development or related field) or equivalent practical experience.

Other

**Essential**

- Strong social motivation - commitment to, and empathy with, the aims and objectives of Shared Interest Foundation.
- Excellent communication and presentation skills (verbal and written) required to build relationships with potential delivery partners.
- Flexibility - as Shared Interest is a small organisation, you may well be asked to cover for other members of the Society/Foundation during sickness, annual leave etc.
- Team working is essential as Shared Interest Foundation is a small organisation. As part of your personal development programme, you will be asked to be a member of cross-departmental project teams in order to meet specific objectives.
- Able to work collaboratively with others on creative but practical ideas to develop new projects
- Excellent team working and team building skills including cross team and cross-cultural working.
- As Shared Interest Staff and partners may be working across different time zones, you will need to be flexible regarding your hours of work.

If you are interested in applying for this role, please email a cover letter and your CV to **foundation@shared-interest.com** by Monday 18<sup>th</sup> August 2025.