

# Deputy Manager Monitoring

Job
Position Title: Deputy Manager Monitoring
Reports to: General Manager Monitoring
Department: Monitoring
Direct Reports:
Position Grade: IV
Advertisement Date: 1st December 2024
Last Date to Apply: 17th December 2024
Purpose (Strategic KPIs)
<ul style="list-style-type: none"><li>Primary job responsibility will be to support the Project Managers in overseeing efficient, accountable monitoring across all projects, ensuring adherence to timelines and standards. He/she will design and implement M&amp;E tools, coordinate with stakeholders, identify potential issues, optimize project outcomes and financial oversight of funded projects</li></ul>
Principal Accountabilities (Duties & Responsibilities)
<ul style="list-style-type: none"><li>Provide support to Project Managers to ensure accountability and efficiency across all project phases, ensuring quality deliverables from inception to completion for all programs and funded projects.</li><li>Lead financial monitoring of funded projects, aiming to improve financial transparency, compliance, and performance metrics to ensure fiscal accountability and project sustainability.</li><li>Design and apply effective monitoring &amp; evaluation tools aligned with approved proposal criteria to track and assess project progress, outcomes, and financial health.</li><li>Monitor funded projects to guarantee timely submission of technical and financial reports, adherence to timelines, and resolution of any non-compliance issues.</li><li>Liaise with key stakeholders for effective project monitoring, coordination, and implementation, enhancing collaboration and project outcomes.</li><li>Stay updated with industry trends and best practices in the entrepreneurial ecosystem, bringing insights to drive innovation in project support and impact from financial perspective.</li><li>Identify potential project risks and issues, and communicate promptly with the Project Managers to prevent project delays or failures.</li><li>Conduct comprehensive reviews of project documentation to ensure accuracy, completeness, and alignment with project goals.</li><li>Carry out on-site project monitoring visits to assess progress, verify data, and gather insights, ensuring projects remain aligned with established objectives and timelines.</li></ul>
Knowledge, Qualification, Skills, and Experience
<ul style="list-style-type: none"><li>Bachelors and Masters degree in Finance/ Accounts or Business Administration with at least 5 to 7 years of progressive post-qualification work experience in a similar position</li><li>Member of an IFAC recognized professional body with at least 5 to 7 years of progressive post-qualification work experience in a similar position</li><li>Candidates with articleship experience will be given preference</li><li>Strong analytical and problem-solving skills, especially in financial data interpretation and reporting.</li><li>Strong organizational and project management skills;</li><li>Excellent communication and interpersonal skills;</li><li>A self-starter that can work under pressure with minimum supervision;</li><li>Team player</li><li>Knowledge of e-learning tools and platforms</li><li>Strong computer skills, including Microsoft Office and learning management systems.</li></ul>
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