

Deputy Manager Monitoring

Job

Position Title: Deputy Manager Monitoring
Reports to: General Manager Monitoring
Position Grade: IV
Department: Monitoring
Advertisement Date: 3rd April 2024
Last Date to Apply: 24th April 2024

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none">Deputy Manager will provide support to General Manager Monitoring to ensure accountability and efficiency from start to finish for all programs and projects activities.To ensure effective and progressive monitoring of all funded projects, with a view to strengthen the performance of these projects.To design and implement monitoring & evaluation tools for project monitoring and strategies in line with the on-going proposal approval criteria.To follow up on funded projects ensuring timely submission of progress reports, technical/ financial reports and adherence to project timelines;Coordinate with relevant stakeholders in all aspects of activities of monitoring, coordination, and implementation of the funded projects.In-depth knowledge and experience of entrepreneurial ecosystem and stay up-to-date with industry trends and best practices of the entrepreneurial ecosystem.Report possible project pitfalls and ensure to share with General Manager Monitoring to avoid delays/ failures.Complete relevant project documentation.Conduct Monitoring Field Visits to review the progress

Qualification & Experience
<ul style="list-style-type: none">Should have a Bachelor’s degree in Telecom/Electronics/Electrical/ Computer Systems Engineering or Computer Sciences, Information Technology, or Engineering Management and a Master’s degree in Business Administration/Project Management.Should have at least 5 years of progressive post-qualification work experience in a similar positionCertifications in Project management would be a plus

Knowledge & Skills
<ul style="list-style-type: none">Strong organizational and project management skills;Excellent communication and interpersonal skills;Demonstrated ability to analyze and monitor;A self-starter that can work under pressure with minimum supervision;Team playerKnowledge of e-learning tools and platformsStrong computer skills, including Microsoft Office and learning management systems.

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