

Deputy Manager Monitoring

Job Summary	The Primary job responsibility of a Deputy Manager will be to provide support to General Manager Monitoring to ensure accountability and efficiency from start to finish for all programs and projects activities.
Job Responsibilities	• 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:	• 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 – 7 years of progressive post-qualification work experience in a similar position • Certifications in Project management would be a plus.

Knowledge/Skills	• 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 player • Knowledge of e-learning tools and platforms • Strong computer skills, including Microsoft Office and learning management systems.
Reports To:	General Manager Monitoring
Remuneration/ Benefits:	Contract basis, market competitive salary, medical and other facilities.