

Who We Are

Grassroots Economics works to improve livelihoods in low-income areas. The challenges in those communities is expensive credit, volatile incomes and money flowing out of the community when purchasing products and services from outside. We work with cooperatives of businesses in low-income areas in Mombasa and Nairobi and are increasing their efficiency and profits. All our business activities are geared at funding and supporting marginalized communities.

We give rural and slum communities the ability to create their own credit backed by the business assets of the cooperative. We believe prospering economies come from thriving communities and need someone who believes in the positive potential of Uchumi Mashinani.

We currently work with over 1,000 businesses and are expanding to rural areas this year. A recent documentary on our work: <https://youtu.be/1awCx-eJB0I>

Why work with us?

Grassroots Economics seeks to be a leader in Financial Technology with a unique product of Community Currency. You will learn a lot! You will have the chance to help marginalized communities excel and build business management capacity in others.

About The Team

Our small and growing team is highly committed, we share information and learn together. We are self-starters and passionately believe in community development. We do exchange visits between Mombasa and Nairobi and hold our annual strategy retreat at the coast. We entrust you with great responsibility and match this with freedom and space for ideas.

Over the last year, Grassroots Economics Foundation's activities have grown a lot, with plans to exponentially scale in the next 12 months. Our Operations team enables and supports all field activities. The department also collects and analyzes community and member related data, and develop solutions and systems that improve the members living environment. We combine innovative modern project management practices with a customer service mentality to support our rapidly growing team.

About This Role

As the Program Manager you will lead the way in designing, implementing and monitoring our diverse projects. You'll work closely with the field team, coordinate internal resources as well as external resources and have direct responsibility over project outcomes. You'll deliver every project on time and within budget and scope.

Over time you will transform GEF's project management capabilities through system design, tools, SOPs and training of the operations staff.

You will begin this journey in Nairobi, but we expect that you will also duplicate your successes in Mombasa and any other regions GEF is active in.

What You Will Do

A. System Building

- Develop program & project management standards
- Identify PM tools and develop for GE use on shoestring budget
- Develop SOP and documentation standards

B. Program Management

- Work with COO to develop and maintain an operations plan.
- Identify problems, propose solutions and actions and follow up with the SLT

C. Project Management

- Understanding how different projects interlink and overlap
- Coordinate cross-project activities

D. Team Management

- Assist field team to increase CC usage and membership for the betterment of GE's objectives and target communities.
- Lead, coach, correct and discipline field team members as needed

Learn more at <https://www.grassrootseconomics.org/>

Your deliverables will include

- Develop PM system for the entire organization
- Develop Excel models
- Preparation of weekly, monthly and quarterly reports based and in alignment with defined OKRs and KPIs
- Create any other reports on demand by M&E Manager and SLT
- Create and monitor work plans for department staff
- Monitoring our program and project plans
- Identify, prepare solution recommendations and escalate challenges to SLT

What You Should Have

Strong passion for progress in low-income areas and empathy to relate with small business owners and the community. You are interested in the larger questions of building economies, livelihoods, collateral, lending and credit questions. Excited to get on the ground, roll up your sleeves and work with our team to figure out what needs to be done to scale GEF.

You Should Bring To The Table:

- Bachelor's Degree, Project Management, M&E Community Development or any related field required
- PMP or PRINCE2 Certification
- Minimum of five years project management experience for large East Africa based organizations with sizeable field operations
- Experience operating in bottom-of-the-pyramid environments in urban slums and rural areas
- Proven track record of extensive field based program management
- Solid ICT skills with PM tools and software
- Experience with Agile, Scrum & Kanban style PM

If You Also Have.....

- MBA
- Proven track record developing complex PM models
- Lean Six Sigma Certification
- Team management
- Training experience

....., it would present you with an unique edge in this recruiting process.

In Addition, You Are

Energetic, enthusiastic, flexible & self-motivated to do what is necessary to get the job done. Comfortable working in a startup culture that is dynamic, unstructured, and frequently changing with ambitious international expansion plans. Self-directed and intellectually curious, seeking feedback in the pursuit of continuous improvement. A collaborative problem solver who seeks the opinions of other teammates and departments in the development of creative and sustainable solutions, and able to work independently with minimum supervision

What We Expect

You will be based in Nairobi and work from our main office. You will visit our community operations frequently and interact with CC members. Occasional travel to visit the Mombasa project sites will be scheduled as needed.

You will work closely with the Chief Operations Officer who is also based in Nairobi. And work closely with the operations team on collaborative projects.

Do You Want To Join Us?

- First, read this guide on how to submit your application and tips on our selection process: <http://bit.ly/CandidatesGuide>. While we will deviate for some elements of this guide, it presents a good guideline on how Grassroots Economics Foundation goes about its hiring.
- Prepare a cover letter that details your achievements as well as your motivation for applying this role and joining GEF
- Create a CV that does not extend above 3 pages and highlights your achievements and your work history quickly
- Write an introduction email and attach your cover letter and CV in PDF to it
- In the subject line write “**Program Manager application – YOUR FULL NAME**”
- Send your application to emanuelge+glupsfx2vju2had4gmhb@boards.trello.com

Learn more at <https://www.grassrootseconomics.org/>

Deadline for applications is the 17th June 2018. Interviews will be held on a rolling basis. Best of luck!