



federation of small & medium-sized enterprises

Job Description

Job Title: Project Manager– SAYE

Department: Programmes

Reports to: Executive Director

Work Location: Uganda-Kampala/Jinja

About the Federation of Small and Medium-Sized Enterprises-Uganda

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association, registered as a company limited by guarantee. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services. The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures

About the SAYE Project:

The Federation for Small & Medium Enterprises (FSME) is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Mastercard Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas; skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young people between 16-35 years (70% females and 3% youth with disabilities). FSME will deliver on two major outcomes: Increased growth of youth-led agriculture and service-based enterprises; and Increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: Access to Market and the Enabling Environment to realize the desired outcomes. The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group.

Job Summary:

The Project Manager (PM) will be responsible for the effective and efficient execution of project activities, as well as providing capacity development-related support to the project team. He/she will ensure compliance with FSME's policies, Heifer Project International (HPI) and Mastercard Foundation (MCF or the Foundation) requirements, and national laws. The PM will report to and work under the guidance of the Executive Director, and in close coordination with the Head of Programs as well as the Field and Finance teams.

Roles and Key Responsibilities:	Deliverables
<i>Project Planning and Management</i> <ul style="list-style-type: none">Plan, organize, and manage the implementation of activities as described in the project proposal, in line with Heifer Project International	Activities implemented in line with the FSME SAYE workplan.

<p>and Mastercard Foundation requirements, and annual plan.</p> <ul style="list-style-type: none"> • Oversee quality assurance of work plans and ensure that they are up-to-date, comprehensive, and logical. • Manage the project budget and ensure that the expenses are incurred in line with the approved budget. • Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. • Assist MSMEs and participating young people in their efforts to reflect on project experiences. • Ensure that the project is compliant with all contractual obligations and that internal policies are implemented. • In collaboration with field teams and the Programs Department, manage the procurement of project equipment and supplies. • Ensures monthly review of working budgets against expenditures with responsible staff and partners. • Accountable for planning, managing, monitoring, and evaluating the project in an effective, efficient, and timely manner. <p>People Management</p>	<p>Expenditure made in line with the project budget.</p> <p>FSME delivers quality work that is aligned with the workplans.</p> <p>FSME budgets are reviewed monthly, and reports shared.</p> <p>FSME SAYE Project remains compliant with contractual obligations.</p> <p>Project procurement is managed in line with FSME, HPI and Foundation guidelines.</p> <p>Timely review of all budgets and generating variance reports to the executive director to show project performance.</p>
--	--

<ul style="list-style-type: none"> • Coach and mentor project staff as part of their professional development to fulfill their roles well. • Ensure compliance with FSME’s Human Resource Manual, the Gender Policy, the Employment Act and another relevant workplace regulations. 	<p>Capacity building sessions organized for staff and performance evaluations for all staff conducted.</p> <p>Project staff are managed in compliance with organizational and national regulations and guidelines.</p>
<p>Monitoring, Evaluation, Accountability, and Learning (MEAL)</p> <ul style="list-style-type: none"> • Engage the MEAL team in the development of monitoring tools and reporting formats that comply with Foundation guidelines. • Coordinate the writing of required project narrative reports, quarterly performance data, as well as other reports needed/required by the the consortium lead or the Foundation. This input includes accurate and timely reporting. • Oversee the compiling and dissemination of best practice and learning documentation in various forms, including abstracts, PowerPoint presentations, and Case studies. 	<p>The project has functional M&E tools that comply with Foundation guidelines.</p> <p>Quality narrative reports prepared quarterly or as and when required either by the Consortium lead or the Foundation.</p> <p>Quality best practices shared in various forms e.g., PowerPoint presentations and Case studies.</p>
<p>Partnership and Representation</p> <ul style="list-style-type: none"> • Liaise with Local Government Authorities in the Busoga region in relation to programmatic and technical matters. • Engage project consortium partners (particularly HPI and the Foundation) 	<p>FSME enjoys a good relationship with the Local Governments in Busoga, on both programmatic and technical matters.</p>

<p>as appropriate, during key stages in the project cycle for their insights on the appropriateness of program approaches and interventions and to support program quality.</p> <ul style="list-style-type: none"> • Support meaningful engagement with key stakeholders engaged in improving the socio-economic wellbeing and resilience of young people. • Captivate partnership opportunities with private sector to enhance access to market for project participants. • Liaise with other project leads to harmonize and ensure youth access to full package provided by the project. • Lead identification, selection, and capacity building of MSMEs to operate as profitable entities accessing BDS services to grow and create jobs. • Support BDS lead to ensure MSMEs and Agri-hubs design and roll out training, and BDS services for youth entrepreneurs. 	<p>The project enjoys a close working relationship with project consortium partners especially the Consortium lead.</p> <p>Meaningful partnerships formed and young people's access to markets enhanced.</p> <p>Excellent working relationship with other project leads.</p> <p>Training and BDS services rolled out to youth entrepreneurs.</p>
---	--

Knowledge, Skills, and Abilities

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and MCF guidelines.
- Strong written and verbal communication skills in English required.
- Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.
- Strong critical thinking, creative problem-solving and organizational skills.
- Demonstrated experience working successfully in cross-disciplinary teams and facilitating team efforts in the workplace, as well as working independently.
- Proactive, results-oriented, and service-oriented.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.
- Ability to prepare and present documents in a well-designed and attractive format with superior attention to detail.
 - A demonstrable knowledge of MSME development with a passion for youth entrepreneurship.
 - Sensitivity to the needs and priorities of disadvantaged populations particularly women and youth.
 - Experience working in a multi-cultural setting and commitment to promoting gender equality, and sensitivity to poverty issues.
 - Ability to work under tight deadlines with minimum supervision.
 - Ability to work under pressure in response to changing needs.
 - Sound judgment, professionalism, and a positive attitude with the ability to adapt to a rapidly changing environment and in sometimes difficult circumstances.
 - Ability to work with sensitive information and maintain confidentiality.
 - Willingness to travel within the Busoga region on a regular basis (estimated at a minimum of 40 percent).

Required qualifications.

- Master's degree in a relevant field (e.g Business Administration, Project Management)
- At least 7 years' experience in working with Micro, Small and Medium Enterprises
- Experience in project management
- Experience in working with young people.
- Experience in working with consortiums and multi-stakeholders.
- Experience in working with international partners or donors.
- Proven ability to manage project budgets and financial resources.
- Knowledge of gender sensitive programming and safeguarding principles

- Proven experience in policy advocacy, market brokerage for MSMEs and market facing skills development for young people and MSMEs.

NOTE: The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

Application Procedure:

All suitably qualifying, and interested candidates are encouraged to apply following these instructions:

Email a cover letter, CV, scanned academic documents and national identity card only to [x](#) by February 7th, 2024, at 5:00pm. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees. Furthermore, request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

In the subject line of the email, copy and paste – PROJECT MANAGER-SAYE only. All applications that do not contain this exact subject line will not be considered.

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED