

# JOB VACANCY

## PROJECT MANAGER

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**Deadline:** 30th January 2026

**Organization:** CUP OF UJI

**Project:** Transforming Education in Kajiado East and Kajiado Central

**Duty Stations:** Nairobi (with regular field and stakeholder travel to Kajiado East & Kajiado Central)

**Contract Type:** Fixed-Term, Project-Based (24 months, renewable subject to performance and funding)

**Reports To:** Executive Director / Principal Investigator

### Organizational Background

Cup Of Uji is a registered non-profit organization implementing integrated, community-driven school feeding programs that combine nutritious meals, clean cooking technologies, school-based agriculture and data-driven learning. The organization works closely with government, donors and communities to deliver scalable and sustainable school feeding models aligned with national and global development priorities.

### Position Purpose:

The Project Manager is a senior management role responsible for the overall operational leadership, coordination and performance management of a multi-site, donor-funded school feeding and school gardens program. The role ensures strategic alignment with approved proposals, compliance with donor requirements, effective team supervision and high-quality program delivery across all participating schools.

### Key Duties and Responsibilities

#### *Program Leadership and Coordination*

- Provide overall leadership and coordination for the school feeding, clean cooking and school gardens program across multiple schools.
- Translate approved proposals and budgets into detailed implementation plans and operational schedules.
- Ensure timely and high-quality delivery of all project activities in line with donor agreements.

### *Team Management and Supervision*

- Coordinate field-based staff including School Managers, School Farm Managers, Program Assistants and School Operations staff.
- Coordinate closely with Finance, Procurement, M&E Communications and external technical partners.
- Build team capacity through mentoring, performance management and structured reporting systems.

### *Donor Compliance and Reporting*

- Ensure full compliance with donor requirements.
- Coordinate the preparation of narrative progress reports, learning updates and operational briefs.
- Support audits, donor reviews, learning visits and external evaluations.

### *Stakeholder Engagement*

- Serve as the primary operational liaison with school administrations, community leaders and project partners.
- Support engagement with county and national government stakeholders on school feeding and sustainability initiatives.
- Coordinate community engagement activities to strengthen ownership and participation.

### *Monitoring, Risk Management and Learning*

- Work closely with the M&E function to track progress against agreed indicators.
- Identify operational risks and implement mitigation measures.
- Contribute to organizational learning, documentation and scaling strategies.

## **Minimum Qualifications and Experience**

### **Education**

- Bachelor's degree in Project Management, Commerce, Development Studies, Agriculture, Nutrition, Public Health, or a related field.
- A Master's degree is a strong advantage.

### Experience

- At least 4-6 years of progressively responsible experience managing donor-funded development programs.
- Demonstrated experience managing multi-site or complex projects.
- Proven ability to supervise multidisciplinary teams.
- Experience working with international donors or foundations preferred.

### Skills and Competencies

- Strong leadership, coordination and decision-making skills.
- Excellent planning, reporting and documentation abilities.
- Strong stakeholder management and communication skills.
- High level of integrity, accountability, and attention to detail.

### Application Procedure

Interested candidates should submit:

- A detailed Curriculum Vitae (CV)
- A Cover Letter
- Supporting Documents (Educational and Identity documents)

✉ Applications should be sent to: [careers@cupofuji.org](mailto:careers@cupofuji.org)

Only shortlisted candidates will be contacted.

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