Application Deadline: February 15th, 2024

Job Title: Project Manager
Company: Centre for Ecosystem Restoration- Kenya (CER-K)
Location: Limuru, Kenya
Job Type: Full time, on site.
Expected salary: 80,000-150,000 (depending on experience)

About Us:
CER-K is a Kenyan non-profit ecosystem restoration organization, operating in the highlands, savannah, and coastal regions. The company actively reverses degradation and repairs ecosystems through action-oriented research and evidence-based restoration at the growing research and restoration hubs. CER-K collaborates with small and large restoration projects, research organizations, funding bodies, institutions, and local communities, to achieve the highest biodiversity standards.

Position Overview:
We are in search of a motivated and detail-oriented individual to join our team as a Project Manager. This role is ideal for someone who thrives in an organized, proactive, and growth-oriented environment. As a Project Manager, you will play a pivotal role in supervising partnerships, grant-based projects, and consultancies, ensuring their successful implementation from initiation to completion.

Key Responsibilities:

- Define, assign, and monitor projects and partnerships, fostering clear communication among team members and external stakeholders. Utilize project management platforms like Monday.com to enhance efficiency and structure.
● Develop organizational strategies such as Partnership Engagement Strategies, Research Ethics Frameworks, and Cross-Hub Learning Strategies to create a shared knowledge base guiding the organization's actions.

● Write comprehensive project reports and proposals, monitor project progress, and assess associated risks. Identify and allocate appropriate resources for each project.

● Operationalize the organization’s strategy across hubs, translating and implementing overarching organizational goals into actionable plans within different hubs.

● Collaborate with partnering project managers, report progress to team leaders, and actively participate in team meetings.

Qualifications:
- Bachelor's degree in either IT, business management, social sciences, politics & international relations or environmental sciences.
- Either a Project Management Professional (PMP) certification or a Master's degree in any of the above disciplines is preferred.
- Proven experience in successfully managing complex projects from initiation to completion, preferably in the environmental/conservation/restoration field.
- Strong understanding of ecosystem restoration principles and sustainable practices.
- Excellent communication skills, both written and verbal, with the ability to convey complex information in a clear and concise manner.

Additional Qualifications:
- Demonstrated ability to build and maintain effective relationships with diverse stakeholders, including local communities, funding bodies, and research organizations.
- Proficiency in using project management tools and software for effective project tracking and collaboration.
- Ability to assess and mitigate risks, providing strategic solutions for project challenges.
- Demonstrated commitment to environmental conservation and sustainability.

How to Apply:
If you are a dedicated and enthusiastic individual ready to embark on a rewarding career journey with CER-K, please submit your resume and a brief cover letter outlining your qualifications, experiences and interest in this position.

Send your application to info@cerkenya.org
You may also reach out to our hotline at 0793565629

CER-K is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.