



**FULLTIME & FIXED TERM POSITION**

Please send CV & Cover letter to: [recruitment@galvmed.org](mailto:recruitment@galvmed.org)

**Closing Date: By 5pm 21<sup>st</sup> July 2024**

<b>Job Title:</b>	Senior Manager, Better Regulation Project
<b>Contract Type:</b>	Full Time, Fixed Term until 31 <sup>st</sup> May 2027
<b>Location:</b>	Nairobi, Kenya
<b>Salary:</b>	6.8M – 7.5M KES per annum
<b>Reporting Line:</b>	Senior Director, Enabling Environment & Partner Engagement
<b>Key Interfaces:</b>	Engaging with a wide range of GALVmed staff, consultants, external partners including UK-VMD, WOAAH, EAC, and GALVmed funders.

**Main Purpose and Scope of the Job**

This is a key role within the Enabling Environment & Partner Engagement function to support a new multi-party global consortium focussed on Improving Access to Quality Veterinary Products via Better Regulation particularly within Sub-Saharan Africa. The incumbent will be at the heart of GALVmed’s inspiring mission, which aims to improve the livelihoods of millions of smallholder farmers in Africa and South Asia. The strong project management skills required for this role will ensure clear communication with project partners and with the funder through reporting activities and regularly communicating progress with GALVmed partners and other stakeholders. As the project consortium covers a number of organisations across different geographies the ability to build relationships both internally and externally will be key to ensuring the smooth running of the project.

**Key Activities**

**Project management**

- Manage the day-to-day implementation and coordination of the collaboration by employing standard project management processes.
- Communicate with different stakeholders under the direction of the Senior Director, Enabling Environment & Partner Engagement to ensure smooth delivery of project objectives.
- Act as a point of contact for external consultants and partners to ensure smooth delivery of the project plan, address and resolve issues as they occur, ensure consultants and partners are properly briefed, and maintain positive relationships.
- Assist with the organization and delivery of project meetings, workshops, and other events.
- Monitor project progress against the project plan, milestones, and deliverables, tracking any actions to ensure these are completed in a timely fashion.
- Work with the finance team to review project expenditure, flagging any significant variances with the Senior Director, Enabling Environment & Partner Engagement.
- Maintain and update project specific risk register in coordination with project teams and develop mitigation actions accordingly.

**Administrative support**

- Arrange all project meetings and support the organization of workshops or stakeholder engagement meetings as required.
- Provide invoicing support and support the development of Terms of Reference for consultants and partner implementing organisations.

### Qualifications and Experienced Required

- A science or social science degree or equivalent qualification.
- At least eight years' experience of working in a similar role that includes managing large consortiums or collaborations across different geographies.
- Strong project management skills and experience including measuring progress against outputs and outcomes, preferably in the animal health or veterinary industry.
- Demonstrated ability to build and manage relationships with key stakeholders globally including when operating virtually.
- Excellent communication, interpersonal, and negotiation skills.
- Flexibility to cope with several tasks simultaneously to agreed deadlines and prioritise as required.
- Significant experience of facilitating meetings / workshops whilst operating in a multi-cultural environment.
- Experience using project management software (Microsoft project / other)
- Demonstrable experience of producing high quality reports and similar outputs.
- High standard of both spoken and written English.
- Good level of attention to detail.
- Willingness to travel periodically (including international).

In addition to the above, preference will be for candidates with:

Small- scale agriculture and livestock development related experience and/ or practical understanding of the regulatory environment.