Organization for Sustainable Development Africa (OSDA)
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VACANCY ANNOUNCEMENT

Project Manager · Integrated Lifesaving WASH and Cash Assistance – Mandera County

Position	**Project Manager**
Location	Mandera Town, with frequent travel to project sites in Mandera West (including Dandu) and Mandera South Sub-Counties (Mandera County)
Reporting to	Executive Director
Contract duration	Eight (8) months
Posting date	20th November 2026
Closing date	**27th November 2026, 5:00 PM East African Time**

1. INTRODUCTION

1.1 About OSDA

Organization for Sustainable Development Africa (OSDA) is a youth-led national non-governmental organization working with communities in Northern Kenya. OSDA's mandate over the years has been Humanitarian Response, Climate Action, Women and Youth Empowerment, Health and Nutrition, Peacebuilding and Governance, Research and Advocacy, Food Security and Livelihood (FSL), and Water, Sanitation and Hygiene (WASH). OSDA is a forward-thinking, community-focused organization dedicated to addressing the pressing socio-economic challenges facing vulnerable communities in Northern Kenya, Somali Region of Ethiopia and Somalia. Our work is grounded in the belief that sustainable development is key to creating empowered communities that can thrive amidst adversity.

OSDA's programs are designed to foster long-term resilience, promoting peaceful coexistence and ensuring that vulnerable populations are equipped to overcome future challenges. With a strong emphasis on partnerships and community-led approaches, OSDA is committed to delivering impactful, evidence-based interventions that uplift women, youth, and marginalized groups. Through our various initiatives, we strive to promote self-reliance, improve livelihoods, and build resilient communities across Northern Kenya, Ethiopia and Somalia.

OSDA is headquartered in Mandera County. It has a liaison office in Nairobi and offices in Garissa and Moyale. OSDA is also registered in Ethiopia and Somalia with the Federal Governments and Somali state of Ethiopia.

1.2 Project Overview

OSDA is implementing a ten-month project titled **'Integrated Lifesaving WASH and Cash Assistance for Crisis-Affected Communities in Mandera County'** funded through the OCHA-managed Country-Based Pooled Fund (CBPF) for Kenya. In Mandera County, the project aims to reduce excess mortality and morbidity from acute food insecurity and waterborne disease among drought- and flood-affected IPC Phase 4 households, children under five, pregnant and breastfeeding women, persons with disabilities and other vulnerable pastoral and agro-pastoral people in Mandera West (including Dandu) and Mandera South Sub-Counties (Mandera County).

The overarching objective of the project is to prevent further deterioration of food security and WASH conditions among vulnerable pastoral and agro-pastoral people (men, women, girls and boys) by providing 75% Minimum Food Basket cash to 2,145 IPC Phase 4 households (1,359 in Mandera West and 786 in Mandera South) and emergency WASH. Under WASH in Mandera County, the project will rehabilitate, upgrade and solarize five strategic multi-use water systems, giving people access to sufficient safe water to Sphere standard; train five Water Operators; and reach the targeted people with hygiene messaging through trained community health promoters.

2. POSITION SUMMARY

The Project Manager will lead the day-to-day implementation of the project in Mandera County, ensuring that the cash assistance and WASH components are delivered on time, within budget, to quality and in line with CBPF requirements. The role is responsible for work planning, supervision of the project team, coordination with the county government, County Steering Group (CSG) and sector working groups, and narrative reporting in OneGMS. The Project Manager will work closely with the Executive Director, finance, procurement and MEAL teams, ensuring a protection-, gender- and disability-sensitive approach and accountability to affected populations throughout the project.

3. KEY RESPONSIBILITIES

i. Project Planning and Implementation

- Lead project inception, including the detailed work plan, procurement plan, monitoring plan and staff deployment, and ensure all activities are delivered on schedule.
- Oversee the integrated delivery of cash assistance and WASH activities in Mandera West (including Dandu) and Mandera South, ensuring linkages between the two components.
- Track progress against the logframe, work plan and budget, identify delays early and put corrective actions in place.
- Maintain and regularly update the project risk register covering operational, security, programmatic (including WASH), accountability and protection, personnel, and financial and compliance risks, with likelihood and impact ratings and named risk owners, and apply agreed mitigation measures.
- Ensure the project applies OSDA's security operating procedures and coordinate staff movements with county security committees, chiefs and community networks.

ii. Cash Assistance (Food Security)

- Oversee targeting and registration of IPC Phase 4 households in line with the 2026 Harmonized Targeting Guideline, including CSG endorsement of wards, community baraza validation and de-duplication against the Enhanced Single Registry and HSNP.
- Ensure that a female household member is registered as the primary recipient where she can safely control the phone, and that proxy arrangements are monitored.
- Oversee the three monthly unconditional M-PESA transfers of KES 10,500 (75% of the Minimum Food Basket), including payment lists, reconciliation with finance and resolution of failed or disputed transfers.
- Monitor market prices with the MEAL team and raise any staple price change above 10% with the Executive Director and the Fund.

iii. WASH

- Oversee, with the WASH Engineer, the technical assessment of the five existing water sources, contractor procurement and supervision, and the rehabilitation, upgrading and solarization of the five water systems, ensuring works meet quality standards, timelines and budget, and that contractors are paid only against milestones certified by the WASH Engineer.
- Ensure the selection and training of five Water Operators and the handover of completed systems to the county department of water.
- Ensure water points, information and feedback channels are accessible to persons with disabilities, including people with visual and hearing impairments.
- Oversee hygiene promotion, community health promoter training and radio talk shows led by the WASH Officer, including referrals to hygiene-kit and nutrition services provided by other partners.

iv. Staff Management

- Directly supervise, guide and appraise the WASH Engineer, Senior Livelihood Officer and Accountability Assistant, and, through them, oversee the wider project team.
- Set clear work plans and performance objectives for staff, hold regular team meetings and identify capacity-building needs.
- Ensure all staff, enumerators, volunteers and contractors sign and adhere to OSDA's Code of Conduct and PSEA policy.

v. Finance, Procurement and Compliance

- Manage the project budget with the finance team, review monthly budget-versus-actual reports and ensure spending is in line with the approved budget and CBPF rules.
- Work with the Procurement Officer to plan and initiate timely, competitive procurement for the rehabilitation works contracts, water quality testing and vehicle hire.
- Ensure segregation of duties, proper documentation and readiness for spot checks, monitoring visits and the final audit.
- Report suspected fraud, diversion or SEA immediately in line with OSDA policy and Fund requirements.

vi. Monitoring, Reporting and Accountability

- Work with the MEAL Officer to ensure baseline, distribution monitoring, post-distribution monitoring, the WASH KAP survey and endline are carried out, and use findings to adjust implementation.
- Prepare and submit monthly narrative and 4W reports, the inception report and the mid-point and end-of-project narrative reports in OneGMS, on time.
- Ensure the Feedback, Complaints and Response Mechanism (FCRM) operates effectively, that complaints are closed or in process, and that sensitive GBV or SEA disclosures are handled confidentially.

- Facilitate OCHA Humanitarian Financing Unit (HFU) and Accountability and Impact Team (AIT) visits and ensure their recommendations are acted on promptly.

vii. Coordination and Representation

- Coordinate with the Mandera County Government (departments of water, health and disaster management), the County Steering Group, NDMA and local administration.
- Represent OSDA in the WASH and Food Security sector working groups, the Kenya Cash Working Group and other county coordination forums, and share 4W data to avoid duplication.
- Keep records of coordination (meeting minutes and 4W submissions) and attach them to monthly reports as evidence of participation.
- Maintain good working relationships with partners covering other sub-counties and with partners providing nutrition, GBV and hygiene-kit services, to strengthen referrals.

viii. Other

- Perform other duties as may be assigned by the line manager.

4. QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Development Studies, Project Management, Public Health, Water and Environmental Management, Social Sciences or a related field; a Master's degree is an added advantage.
- At least 10 years of experience managing humanitarian or development projects, of which at least 5 years in a project management role.
- Proven experience managing multi-sector projects, preferably cash and voucher assistance and WASH, in arid and semi-arid (ASAL) contexts.
- Experience delivering cash transfers through mobile money, including targeting, registration and reconciliation; familiarity with the Harmonized Targeting Guideline is an advantage.
- Experience overseeing water infrastructure works, consultancies and contractors.
- Experience managing OCHA Country-Based Pooled Fund (CBPF) projects, including reporting in OneGMS, is highly desirable.
- Strong budget management, planning and report-writing skills.
- Demonstrated experience supervising and motivating multi-disciplinary teams.
- Good understanding of humanitarian principles, Sphere standards, protection mainstreaming, accountability to affected populations (AAP) and PSEA.
- Experience working with county governments and in humanitarian coordination forums.
- Excellent written and verbal communication skills in English; fluency in Somali and/or Borana is highly desirable.
- Willingness to travel frequently to project sites in Mandera County.
- Experience working in insecure environments and ability to strictly adhere to OSDA's security operating procedures.

5. HOW TO APPLY

Interested candidates should send a **single PDF** containing a cover letter, a detailed CV with three professional referees (including a recent supervisor) and copies of academic and professional certificates to **info@osdafrik.org** with the subject line **"Project Manager"** by **5:00 PM East African Time on 27th November 2026**.

Early application is encouraged as this position is urgently required. This is a rolling recruitment and OSDA reserves the right to appoint a suitable candidate as soon as they are identified.

OSDA is committed to equal opportunities and diversity. We welcome and encourage applications from women, persons with disabilities, minority and underrepresented groups, and candidates from the targeted communities in Mandera County.

OSDA has zero tolerance for sexual exploitation, abuse and harassment (SEAH). The successful candidate will be required to sign and adhere to OSDA's Code of Conduct and PSEA policy and will be subject to reference checks.

Only short-listed applicants will be contacted.