

ATF Consulting Limited is a technical consulting firm based in Nairobi, Kenya. The firm is a subsidiary of at the Forefront (ATF), Inc., a Black, African women-led global think tank committed to social justice and gender equity. We launched ATF to ensure Black women and girls are the drivers of their own stories, and to support organisations and institutions to do the same.

We provide technical consulting in M&E, gender mainstreaming, diversity, equity, inclusion, health equity & quality improvement. With a global consulting roster of experts based in Africa and the diaspora, we specialize in convening fora to develop community-led solutions and strategies for sustainable development. We are skilled in identifying and addressing issues of unconscious bias, microaggressions, and nuances unique to marginalized groups in the workplace. We use a holistic DEI lens that takes race, gender, ethnicity, sexuality, ability, and cognitive processing into consideration among other key areas.

We are experts at facilitating critical and difficult conversations on the key root causes and issues of DEI. In November 2020, ATF co-sponsored and served on the advisory committee for the 2020 Women and Girls Summit Africa (WAGS) with over 3,000 participants across the globe including participants from various African ministries, and the private and development sectors. During the global summit, ATF curated and led a panel discussion focused on increasing DEI in the development sectors, including panelists from UN Women's East & Southern Africa regional office and global DEI experts.

As a consortium of technical experts devoted to increasing DEI practices particularly for marginalized communities around the world, we have led a series of global convenings with our Critical Conversations series for the past few years. During these global dialogues, we have addressed key challenges that women, particularly of African descent, face in the workplace and their communities. Our Critical Conversations series has opened space to listen to the lived experiences, voices, and perspectives of Black women across the diaspora.

For more information about ATF Consulting Limited, visit our website:

<https://www.attheforefront.net/consulting-home>

JOB PROFILE:

ATF Consulting Limited is seeking a Project Manager to lead the execution, and contribute to the effective and timely implementation, of various ATF projects with fresh perspectives. In collaboration with ATF leadership, the Project Manager will serve as the technical point of contact for the ATF Consulting team, represent our key interests to external stakeholders, and direct the team as they work on projects.

Candidates with commiserative work experience are welcome to apply without a college/university degree.

ATF Consulting Limited is committed to ensuring diversity and inclusion as we expand our team. We strongly encourage women and non-binary people with diverse socioeconomic backgrounds, women and non-binary people with disabilities, women and non-binary people living in rural and marginalised communities, women and non-binary people from indigenous/ethnic minority groups, and women and non-binary people of all ages to apply.

COMPENSATION: \$300-\$500/day (part-time role – 3 days a week)

PRIMARY RESPONSIBILITIES:

- Lead and manage the technical experts by developing work plans on the implementations of their projects
- Stay abreast of developments and evidence generation related to various ATF projects
 - Participate in collaborative technical assistance as needed
- Review existing data and develop plans to improve the scope of ATF project plans
- Represent the projects at meetings organised by external stakeholders, funders, partners etc.

- Provide leadership and support to technical experts by ensuring adequate support to respond to their working needs
- Lead the technical component of annual work plan and periodical reports.
- Design strategies to ensure that marginalised populations are properly integrated into our projects, and that activities are sensitive to gender/socioeconomic roles
- At the direction of the leadership, represent ATF at external meetings, workshops, forums, and events related to project, and/or technical practices relevant the project
- Other duties as assigned

QUALIFICATIONS:

- Preferred Bachelor's degree although open to all education backgrounds
- 7-10 years demonstrated experience working or volunteering in a similar position
- Project Management certification
- Demonstrated experience in: Research, M&E, client engagement, project management, team management
- New business development, communications/marketing experience
- Demonstrated leadership capacity to build and lead technical teams
- Strong verbal and written communication skills
- Geographic experience in at least one of the following zones: West Africa, East Africa, Southern Africa, the U.S.
- Fluency in English (French language is desirable but not required)