



MEL Project Analyst

PesaKit is on a mission to empower every mobile money agent in Africa to achieve and deliver more digital financial services to the underbanked and underserved.

The company is in search of a Project Analyst / Manager (PM) who will manage monitoring, evaluation, and learning in PesaKit's projects, with a priority focus on financial inclusion through our agents.

The company is rapidly scaling and as the PM, you will ensure that PesaKit Ltd, delivers the highest quality products and services in response to the agents' needs and deliverables within budget and on time. We are looking for someone who has skills and the necessary experience in supporting long-term projects including project mobilization, budget management, quality assurance, problem resolution, and demonstrated leadership and diplomacy to foster an atmosphere of teamwork, innovation, equity, fairness, and productivity. The right candidate will be at comfort with working in a fast paced and dynamic environment with ad hoc and changing needs. If this sounds like you, please share your resume to andrew@pesakit.co.ke

Some of the Roles you will be in charge of include:

- Ensure smooth operations by bringing cutting edge and effective project management processes to both short-term and long-term monitoring, evaluation, and learning projects.
- Support PesaKit's project launch, including onboarding field team and establishing operational systems needed for effective functioning of field teams.
- Using different and appropriate project management platforms, prepare complex work plans that include multiple concurring activities.
- Ensure adherence to internal processes and milestones, and review timing and activities as needed in response to shifting project deadlines and ad hoc requests.
- Proactively identify surges and support mitigation accordingly.



- Collaborate with the finance team on budgeting, financial tracking, and reporting by managing project finances, approval requirements, tracking incoming costs, project future expenditures, and preparation of financial reports.
- Collaborate with key staff members in supporting the review of task scopes of work and ensuring that task teams are staffed and resourced properly; facilitate task team planning, communications and performance management and planning.
- Supporting PesaKit's recruiting efforts, including drafting job descriptions, vetting CVs and conducting interviews with candidates.
- Work with staff to document best practices and work with communications to promote success stories.

Requirements

- ❖ Minimum of a Bachelor's Degree in management, business, or related fields.
- ❖ Project Management Professional certification preferred
- ❖ Proven ability to solve problems and challenges creatively
- ❖ Excellent analytical skills
- ❖ Strong interpersonal skills and extremely resourceful
- ❖ Proven ability to complete projects within the outlined scope, budget, and timeline
- ❖ Strong familiarity with project management software tools, methodologies, and best practices
- ❖ Experience seeing projects through the full life cycle