



Job Description
Project Manager
Kanifing Migrant Resilience Hub



Project Overview:

With support from the Mayors Migration Council Global Cities Fund 2025, Kanifing Municipal Council (KMC) is launching the Migrant Resilience Hub — a first-of-its-kind initiative fostering inclusive, gender-responsive, and sustainable economic reintegration for migrant returnees and potential migrants, especially women and single parents.

Over a two-year period, the Hub will train two cohorts of 20 participants each, providing six months of business incubation and entrepreneurship training followed by six months of post-incubation support per cohort, complemented by continuous psychosocial support, community engagement, and post-program mentorship. To address care-related barriers to participation, the Hub will offer on-site childcare and early childhood development services for young children, using bilingual, play-based learning approaches. This reflects the Hub's two-generational model: by providing safe, quality early learning for children alongside economic empowerment for their caregivers, the Hub is designed to generate positive outcomes for both generations simultaneously. Participants will also receive access to seed capital, market linkages through KMC-led festivals and farmers' markets, and digital platforms, ensuring a supported transition from training to income generation and long-term resilience.

KMC is seeking a **full-time Project Manager** to lead the setup and day-to-day implementation of the Hub. The Project Manager will be reporting to the Project Lead.

Roles and Responsibilities:

The Project Manager (PM) will have overall responsibility for the operational leadership and delivery of the Migrant Resilience Hub. The role requires managing a complex, multi-component program that combines business incubation, psychosocial support, childcare and early childhood development, access to finance, and market linkages. The Project Manager will oversee project start-up, coordinate a multidisciplinary team and external partners, ensure delivery against agreed timelines and budgets, and maintain high standards of accountability, reporting, and participant support.

Key responsibilities include:

- Lead the overall implementation of the Hub, including start-up, day-to-day operations, team coordination, partner management, reporting, and delivery of all workstreams.
- Directly supervise the Project Officers / Coordinators responsible for:
 - **Business incubation:** The incubation curriculum and training are designed and delivered by the partner incubator. The Project Officer (Incubation) serves as the day-to-day liaison with the partner. The PM is responsible for oversight of the partner relationship, performance monitoring, and ensuring the programme is adapted to the needs of migrant returnees and potential migrants in Kanifing.
 - **Psychosocial counselling and family support:** Structured psychosocial support is delivered by the Project Officer (Psychosocial Support), with technical supervision provided by the Licensed Mental Health Professional (Consultant). The PM is responsible for ensuring services are timely, appropriate, and continuously available to participants.

- **Childcare and Early Childhood Development:** Daily childcare operations are managed by the Childcare Coordinator, with curriculum guidance provided by the ECD Specialist (Consultant). The PM is responsible for ensuring the childcare centre operates safely, to appropriate developmental standards, and in alignment with the incubation schedule.
- **Post-program support to participants:** The PM oversees seed funding distribution and access to market linkages. Post-incubation mentoring is delivered by the partner incubator; the PM is responsible for oversight and quality monitoring of this element.
- Conduct regular outreach and engagement with migrant and returnee groups to inform program design and delivery.
- Ensure activities are delivered in a gender-responsive, inclusive manner.
- Compile and submit regular narrative and progress reports to the Project Lead and Project Steering Committee.
- Coordinate closely with KMC's Finance and Procurement teams to ensure smooth, compliant administrative and financial processes.
- Coordinate with external partners, including incubators, service providers, and other stakeholders.
- Support donor reporting and financial reporting processes, in collaboration with KMC finance staff.
- Create and implement an M&E framework to track project outputs and key indicators, monitor participant progress, and use learning to improve program delivery over time.
- Lead safeguarding oversight across all components of the Hub, ensuring compliance with applicable national laws and policies (including the NHRC Sexual Harassment in the Workplace Policy), MMC and KMC safeguarding requirements, and the consistent application of gender-responsive, trauma-informed, confidentiality, and data protection standards. Ensure that any safeguarding concerns are promptly identified, reported, and addressed in line with agreed procedures.
- Perform any other duties reasonably required to ensure successful project implementation.

Experience and qualifications:

- **Master's degree in a related field with at least 5 years** of progressive experience managing complex, multi-component development or social programs; OR a Bachelor's degree in Public Policy, Development Studies, Project Management, Social Sciences, Business Administration, Economics, or a related field, with **at least 7 years of** relevant experience managing multi-component or multi-partner projects
- Strong project planning, coordination, and organizational skills.
- Excellent written and verbal communication skills in English. Fluency in Wolof and/ or Mandinka is essential.
- Experience working on livelihoods, migration, youth employment, gender, or community development programs in The Gambia, or a similar context.
- Experience working with migrant communities, women-led programs, or social services (e.g. psychosocial support, childcare).
- Strong problem-solving skills, and ability to work independently with minimal supervision.
- Strong team player with the ability to work effectively with diverse stakeholders.
- Demonstrated commitment to gender equality, inclusion, and ethical programming.
- **Women are strongly encouraged to apply.**

Terms and conditions:

- This is a full-time role, based in Kanifing, Gambia. Daily in-office attendance is required.
- Contract duration: Fixed-term (aligned with the two-year project). The selected candidate will undergo a three-month probation period.
- The post-holder must comply with applicable national laws and KMC and MMC safeguarding requirements, and adhere to confidentiality and data protection standards at all times.

Application:

1. CV (1 page only)
2. Cover Letter (1 page only)
3. Application Question 1 (maximum 300 words): Describe a project you have managed that involved coordinating multiple partners or workstreams at the same time. What was your role, what challenges did you face, and how did you ensure the project stayed on track?
4. Application Question 2 (maximum 300 words): The Migrant Resilience Hub will work with migrant returnees and potential migrants, many of whom face stigma, trauma, caregiving responsibilities, and economic pressure. In your view, what are the biggest risks to participant retention and success in a program like this, and how would you address them as Project Manager?

Please share your application materials by email to **kanifing.migranthub@gmail.com** by **31st March 2026** with the subject line 'Project Manager'. Applications received after this date will not be considered.