



Job Description
Project Officer (Incubation)
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.

The incubation component is a core pillar of the Hub, supporting participants to develop viable, income-generating businesses aligned with local and tourism-driven markets in Kanifing.

KMC is seeking a Project Officer (Incubation) to coordinate and support the delivery of the business incubation component. The Project Officer (Incubation) will report to the Project Manager.

Roles and Responsibilities:

The Project Officer (Incubation) will be responsible for the day-to-day coordination and delivery of the business incubation program. The role involves working closely with the partner incubator, supporting participants throughout the training cycle, coordinating mentorship sessions, and ensuring strong linkages between training, access to finance, and market opportunities.

This is a hands-on, participant-facing role requiring strong organizational skills, practical understanding of the small and medium enterprise (SME) business landscape in Gambia, and the ability to work closely with migrant returnees and potential migrants.

Key responsibilities include:

- Serve as the primary liaison with the partner incubator, supporting coordination and adaptation of the incubation curriculum to the needs, literacy levels, and business interests of migrant returnees and potential migrants in Kanifing.
- Serve as a key contact for program participants, providing guidance and ensuring their training, business development, and progression needs are being addressed throughout the incubation cycle.
- Track participant attendance, engagement, and progress, flagging risks of drop-out and working with the Project Manager and support teams to address barriers to participation.
- Coordinate the scheduling of mentorship and coaching sessions delivered by the partner incubator, liaise with mentors on logistics, and monitor that each participant is receiving sessions at the agreed frequency.
- Support participants' engagement with the incubation curriculum, helping them understand and apply training content in the context of their specific business ideas. Identify and flag to the partner incubator any participants who need additional support or adapted approaches.
- Support and coordinate seed funding processes, working closely with the Project Manager and KMC's Finance

and Procurement teams to ensure transparent and compliant disbursement.

- Support participants to access KMC-facilitated market opportunities, including festivals, farmers' markets, and vendor spaces. Liaise with the partner incubator on market linkage activities and assist with participant logistics and preparation for market entry
- Work closely with the Childcare Coordinator to ensure alignment between the incubation schedule and childcare services, and to support smooth daily operations for participants with caregiving responsibilities.
- Coordinate with the Psychosocial Counselling team to identify social, emotional, or household-related barriers to participation and support participant retention.
- Support monitoring of indicators in the project's M&E framework.
- Contribute to regular narrative and progress reports to the Project Manager, including documentation of outcomes, challenges, and success stories.
- Uphold and promote safeguarding, prevention of sexual exploitation and abuse (PSEA), and ethical engagement standards in all interactions with participants, and promptly report any safeguarding concerns to the Project Manager in line with KMC and MMC requirements
- Perform any other duties reasonably required to ensure the successful implementation of the incubation component.

Experience and qualifications:

- Bachelor's degree in Public Policy, Development Studies, Project Management, Social Sciences, Business Administration, Economics, or a related field.
- Minimum 3–5 years' experience supporting entrepreneurship, livelihoods, training, business development, or education programs.
- Experience working with migrant returnees, youth, or women-led businesses.
- Practical understanding of small businesses and the informal economy in The Gambia.
- Strong project planning, coordination, and organizational skills.
- Excellent written and verbal communication skills in English. Fluency in Wolof and/ or Mandinka is essential.
- Ability to work closely and patiently with participants from diverse and vulnerable backgrounds.
- Strong problem-solving skills, and ability to work independently without close supervision
- **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 3-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): The Migrant Resilience Hub will work with migrant returnees and potential migrants who may be vulnerable, face stigma, have experienced trauma, and sometimes lose motivation or express a desire to migrate again irregularly. How would you work with participants in these situations while maintaining program standards, attendance expectations, and fairness to other participants?

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