

Building Project Manager – Ivory Coast

I. Organization Summary

Project Peanut Butter (PPB, find more info at projectpeanutbutter.org) is a non-profit organization working on treating and preventing malnutrition in children in parts of Africa. They do this through the manufacturing of special peanut-based food that is distributed either by UNICEF, the World Food Program, or through its own medical clinics. PPB has manufacturing facilities in 3 countries (Malawi, Ghana, and Sierra Leone) and is working on building a new facility in Ivory Coast.

PPB is looking for a French-speaking individual to join the country manager in Ivory Coast for a 6 to 12-month assignment to assist with the technical planning and implementation. Additional background information on the organization can be found at www.projectpeanutbutter.org.

II. Position Summary

The purpose of this position is to manage the renovation and startup of the RUTF production facility, including oversight of the building project, installation of peanut processing machinery, and assisting with initial startup of the facility to be sure all is working as anticipated.

This position is for one full-time volunteer and requires a commitment to live abroad in Ivory Coast for the duration of the project, which includes a few months of production with the facility built and machines operational. PPB anticipates the project will take 9 months, with the building completed in 7 months and 2 months to get the machines up and running. In this position, the Building Project Manager will report to both the Country Director (based in Ivory Coast), and the Operations Manager (based in the USA), but will also have a good amount of autonomy. Responsibilities will include daily oversight of the building project—making sure subcontractors show up, monitor the quality of their work, purchase supplies as necessary, pay workers, and provide regular updates to the PPB team- as well as spending a few months getting the machinery operational after the building is complete.

III. Major Functions of the Position

The Building Project Manager will work in a dynamic setting in developing world Ivory Coast and engage in a wide-range of activities. Duties may include:

- monitoring daily construction on-site, making sure plans are followed, subcontractors show up, walls are straight, answering questions as they arise, etc.
- sourcing and purchasing supplies as needed
- assisting with creating a budget for the building project
- ensuring that the budget is followed and immediately discussing any discrepancies or changes with CD and OM for approval
- communicating with PPB USA staff and other production facility experts to solve problems as they arise
- communicating regularly with PPB USA regarding the status of the project
- working with machinery manufacturers (who are already predetermined) on the installation and startup of peanut processing machinery
- assist with operation of the facility for some amount of time after machinery is installed to be sure everything is working and completed before departure

The Building Project Manager will live full-time in Ivory Coast in a shared housing compound for general PPB use and use PPB-owned vehicles for transportation.

Significant changes and additions in responsibilities and expectations should be expected.

IV. Classification Factors

A. Independence/Supervision Received

General direction will be given by the PPB USA team, primarily the Operations Manager and PPB Director Dr. Mark Manary, via e-mail communication and occasional, short-term onsite visits, as well as the Ivory Coast Country Directory. PPB is also collaborating with Hershey Company on this project, so some direction/communication with Hershey may be necessary. In general, this position requires a high level of independence and flexibility.

B. Scope and Impact

This project will begin as soon as possible. The term of employment will be until completion of the project, estimated to be summer (August/September) 2018.

The result of this project will be to enable the Ivorian entity to produce RUTF and other peanut-based food products with the capacity of 1,000 metric tons per year, or enough to treat about 80,000 malnourished children. (All children who require treatment are given RUTF, which is provided to the child and mother at no cost.) The completion of this project will also contribute to Ivorian independence in addressing national health issues, will contribute to enterprise, and give valuable employment opportunities to 10+ Ivoirians.

Ideal candidates will see this as a 'once-in-a-lifetime' opportunity to contribute to the greater good, as this is a chance to extend a life-saving therapy to many more children in West Africa.

C. Problem-solving and Decision-making

This position requires a high degree of professionalism and an ability to clearly and persuasively represent and promote the goals of PPB. This position also requires a high level of decision-making and problem solving, cultural competence, and familiarity with developing world settings (or a demonstrated willingness to learn and be flexible and thoughtful in the face of unexpected challenges).

Three examples of typical scenarios the Building Project Manager could be called on to deal with:

1. The local electrical company is needed to install a transformer. They promised to come one day, but have not shown up (a regular occurrence). The local office must be contacted (perhaps multiple times), until they show up on-site.
2. As surface coatings (floor, paint, ceiling) are decided on, the Building Project Manager must look at what is locally available and then discuss options with PPB (and possibly Hershey experts) to determine what is best to use.
3. It is deemed the current water supply is not adequate for the new facility. A local expert must be brought out to discuss what potential solutions might be and a decision made based on cost, ease of installation, etc.

V. Skills, Abilities and Knowledge Required to Perform the Work

- Demonstrated experience in construction; following plans for layout, electrical, plumbing, etc.
- Knowledge of electrical engineering and/or plumbing is a plus
- Ability to work under pressure and to manage multiple tasks simultaneously; strong organizational skills
- Attention to detail
- Critical thinking skills and ability to problem solve effectively and efficiently
- Flexibility and ability to remain calm when faced with unexpected challenges; sense of humor
- Ability to foster teamwork and manage a diverse group of workers
- Demonstrated commitment to working with underserved populations
- Proficiency with Microsoft Office, especially Excel
- Experience with managing budgets and finances is a plus

Only candidates who are able to commit to living and working in Ivory Coast for the duration of the project (9 months) will be considered.

VI. Compensation

Compensation will include all travel expenses to and from Ivory Coast (plane ticket, health insurance, vaccinations), housing expenses in Ivory Coast, transportation costs in-country as well as a very modest baseline stipend. Interested parties can contact Project Peanut Butter for further details.

VII. How to Apply

If interested, please email a cover letter and copy of your CV to joachim@projectpeanutbutter.org.
Thanks!