



<b>Job Title:</b>	Secretariat & Projects Implementation Manager	<b>Reports to:</b>	LOOP Payco Trustees
<b>Unit:</b>	LOOP Payco Trustees Limited	<b>Department:</b>	LOOP
<b>Grade:</b>	Band 5 - Manager	<b>Date:</b>	April 2026

### Job Purpose Statement

The Secretariat and Projects Implementation Manager will drive successful selection, planning, implementation, monitoring, evaluation and reporting of the social impact initiatives across the thematic areas of **Clean Water and Solar Power, EdTech, and Mental Health Support** whilst ensuring alignment with the organisational objectives. The role will support the identification of high impact projects, cultivate strategic partnerships including co-funding opportunities, and ensure that all initiatives are implemented in alignment with the LOOP Payco Trustees strategy and the project objectives.

This position serves as a critical link between implementation partners, community stakeholders, and the Board of Trustees by providing clear, timely, and accurate information and insights to support decision-making and governance.

### Key Accountabilities (Duties and Responsibilities)

#### 1. Project Identification and Scoping

- Conduct research and stakeholder consultations to identify high-impact projects aligned to the identified thematic priorities.
- Assess feasibility, and alignment with the set strategic objectives.
- Identify potential beneficiaries, define budgetary and capacity requirements
- Identify potential risks and mitigants for each proposed project
- Prepare concept notes and project proposals for review by the Trustees.

#### 2. Partnership Development and Co-Funding Mobilization

- Map and engage potential co-funding partners including development agencies, philanthropic organisations and private sector entities.
- Prepare funding proposals, partnership pitches, and investment cases to attract and secure co-funding.
- Coordinate partnership meetings, follow-ups, and documentation of agreements.

#### 3. Project Implementation and Coordination

- Coordinate and oversee the implementation of projects and initiatives as per the project scope, plan and budget **from the beginning to the end** of each project approved by the Trustees
- Assist in evaluation and selection of partners, vendors, consultants, and service providers for Trustee-approved projects.

- Develop detailed project plans including timelines, budgets, risk registers, and KPIs.
- Coordinate end-to-end project execution with implementing partners and community stakeholders.
- Ensure seamless communication between field teams, implementing partners, and Trustees.

#### **4. Monitoring, Evaluation and Learning**

- Define baseline and endline measurements to enable appropriate monitoring and evaluation of impact
- Ensure development of appropriate rubrics for data capture to enable future learning
- Coordinate the audit process of implemented projects in line with Central Bank of Kenya (CBK) requirements.
- Conduct field visits to assess implementation quality and gather data.
- Consolidate lessons learned and best practices to improve future project design and delivery.
- Enhance project implementation success by adoption of project learnings from previous implementations

#### **5. Reporting and Governance Support**

- Prepare monthly, quarterly, and ad hoc project status monitoring reports for the Trustees.
- Present dashboards on progress, risks, expenditure, impact metrics, and partner contributions.
- Ensure the integration of Environmental, Social, and Governance (ESG) factors into project implementation.
- Provide documentation and support during audits, governance reviews, and trustee meetings.

#### **6. Stakeholder Engagement and Communication**

- Maintain strong relationships with community representatives, implementing partners, and beneficiaries.
- Support the development of communications materials including success and impact stories.
- Drive community engagement and participation in project implementation to drive community ownership
- Develop **unique brand identity and assets** in collaboration with LOOP DFS Marketing and the Trustees.
- Ensure strong project visibility and adequate **PR exposure** within the LOOP community, NCBA family and the general public.
- Act as the liaisons officer for events, workshops, and partner forums as required.

#### **7. Secretariat Management**

- Develop annual work plans and performance reports for the Secretariat.
- Manage budgets and logistics for Trustees activities.

## Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	None
Indirect Reports	None

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
<b>Key Internal Stakeholders: -</b> <ul style="list-style-type: none"> <li>• LOOP PayCo Trustees</li> <li>• LOOP DFS Limited (Board &amp; Executive Committee)</li> <li>• Group Finance (NCBA / LOOP)</li> <li>• Chief Executive Officer (LOOP / PayCo)</li> </ul>	<b>External Relationships:</b> <ul style="list-style-type: none"> <li>• Central Bank and relevant regulatory authorities</li> <li>• External auditors and tax authorities</li> <li>• Banking and settlement partners</li> <li>• Payment networks (e.g., Visa Inc., Mastercard)</li> <li>• Payment service providers and technology vendors</li> <li>• Merchants, enterprise clients, and strategic partners</li> <li>• Industry bodies and fintech associations</li> <li>• Legal, tax, and financial advisors</li> </ul>

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.
<p><b>Authority</b></p> <ul style="list-style-type: none"> <li>• Define and implement <b>financial strategy</b> aligned to PayCo and Group objectives</li> <li>• Lead <b>budgeting, financial planning, and forecasting cycles</b></li> <li>• Drive <b>financial governance frameworks</b>, including controls, policies, and reporting standards</li> </ul> <p><b>Constraints</b></p> <ul style="list-style-type: none"> <li>• Subject to <b>Board / Trustee / Group Finance approvals</b> for major strategic shifts</li> <li>• Must comply with <b>Central Bank regulations and licensing conditions</b></li> <li>• Bound by Group financial policies and delegated authority limits</li> </ul>

Ideal Job Specifications
<p><b>Academic:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Project Management, Development Studies, Business, Social Sciences, or related field.</li> <li>• Certification in project management (e.g., PMP, PRINCE2, SAFe) is an added advantage.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Over 5 years' experience in end-to-end project implementation or development program management.</li> </ul>

### **Ideal Job Specifications**

- Demonstrated experience working in at least one of the thematic areas.
- Experience cultivating strategic partnerships and co-funding relationships.
- Team management experience

### **Skills & Competencies**

- Strong analytical, planning, and organizational skills.
- Excellent communication and stakeholder management abilities.
- Strong report-writing and presentation skills, including the ability to synthesize complex information clearly.
- Budgeting and financial monitoring capability.
- Ability to work independently, manage multiple projects, and meet deadlines.
- High integrity, accountability, and commitment to social impact.

### **PERSONAL ATTRIBUTES**

- Strong strategic and commercial mindset with ability to link finance to business growth
- High integrity and governance orientation in a regulated environment
- Excellent analytical and problem-solving skills with attention to detail
- Strong execution discipline and resilience in a fast-paced fintech setting
- Effective stakeholder management and influencing skills (Board, regulators, executives)
- Clear and concise communication of complex financial information
- Proven leadership and team development capability
- High adaptability and ability to navigate ambiguity
- Continuous improvement and innovation mindset (automation, efficiency, scalability)