

Project Officer – Livelihoods and Resilience (Nairobi & Nandi)

Location: [Africa] [Kenya]

Town/City: Osiligi

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted

Job Title : Project Officer – Livelihood and Resilience

Reporting to : Cluster Manager

Grade Level : 12

Work Location : Nandi and Nairobi.

Purpose of Position

Provide technical support and guide the implementation of Women Empowerment Farmer Business School Approach (WE-FBS) project in Nandi and Nairobi Counties. The L&R Officer will ensure the effective and efficient implementation of activities directly related to entrepreneurship and business skills, marketing and strengthened governance of producer groups/cooperatives to enhance the capacity of rural women's access to and control over productive resources, knowledge, services, market opportunities and lucrative value chains through partnership with county governments.

Major Responsibilities

Project Planning and Implementation 30%

- Ensure that business processes, standards and guidelines related to Livelihood & resilience initiatives are effectively applied on a timely manner in project implementation including integration of cross cutting themes.
- Participate in the preparation of overall and activity work plans and budgets for the county specific activities
- Be able to systemically review DIP/budget and other key implementation tools and initiate innovative approaches that will open new frontiers for project success.
- Coordinate as applicable sector integration interventions for ensuring integrated L&R implementation.

Technical support 30%

- Provide technical support and timely implementation of the project activities
- Support establishment/strengthening of producer groups, cooperatives and marketing associations and coordinate economic empowerment activities within the groups.
- Facilitate gender sensitive value chain analysis and support selected value chain development
- Facilitate creation of linkages with buyers and traders for contractual agreement
- Support creation/strengthening of Village Savings and Loans Associations (VSLAs) for enhanced financial inclusion
- Build the farmers capacity on entrepreneurship, climate smart production, marketing, sustainable value chain development initiatives
- Identify other opportunities in an ongoing manner that will add value to the overarching goal of the project.
- Ensure child safeguarding and integration of Child Sponsorship Management and in L&R interventions where relevant.

Quality Assurance - M &E, Reporting and Documentation 20%

- Register, track and regularly update farmers database
- Conduct regular group monitoring, data collection and analysis in coordination with the relevant stakeholders
- Development of Project Designs and Annual Operation Plans. (4D matrices, DIPs, Annual Budgets) and ensure budgetary utilization is within acceptable limits/range.
- Contextualize and use reporting guidelines to track and develop quality, monthly, quarterly, semi-annual, and annual and end of projects reports, key lessons and success stories in accordance with the guidelines and standardized tools.
- Facilitate regular review and peer to peer learning meetings with government, target communities and relevant stakeholders
- Facilitate documentation of lessons and project impact to facilitate adoption in the course of the project implementation
- Support project assessment and learning processes.
- Perform any other duty as may be assigned by supervisor or designee from time to time

Capacity building 10%

- Mobilize and sensitize community for empowerment and sustainability
- Ensure capacity building of farmers on VSLA, family visioning, climate smart production, disease and pest control, post-harvest management, input access, entrepreneurial skills, market and financial services access, production and business planning
- Build capacity of community resource persons to spearhead project implementation

- Work together with other stakeholders to ensure that key trainings meet the standard required to facilitate, provide knowledge and reinforcement of desired L&R behaviour and practices.

Advocacy, Engagement, Partnership and Networking 5%

- Ensure representation of WV Kenya in key L&R stakeholder forum/meetings at the Ward, Sub-County and County levels.
- Actively participate in County level technical working groups on L&R relevant to policy forums.
- Ensure communities are mobilized and participate in the project interventions
- Together with partners, conduct regular reflection and learning events.

Other duties 5%

- Support any other duty as assigned by the supervisor or his/her designee.

Knowledge, Skills and Abilities

- Minimum of a Bachelor Degree in Agriculture/Agricultural Economics/Forestry/ Environmental Education/Agricultural engineering or a closely related field from a recognized university. Food Security/ED /Environment.
- Minimum two years of work experience in food security and related sectors including gender mainstreaming L&R projects.
- Experience in women empowerment projects, GALs and SAA methodology is an added advantage.
- Ability to conduct community L&R needs assessment, program planning, implementation, monitoring and evaluation of L&R interventions.

- Experience in project design, proposal writing, needs assessments, surveys, and information management.
- Must have ability to develop good working relationships/partnership developed with all stakeholders (GoK, INGOs)
- Excellent English communication skills (both oral and written).
- Excellent computer skills, including proficiency in MS Office and MS Outlook.
- A team player, capable of building staff and community capacity in L&R sector through training.
- Ability to take initiative, a team leader able to work with minimum supervision
- Cross-cultural sensitivity and emotional maturity
- Ability to maintain performance expectations in diverse cultural contexts
- Experience in supervising, training, and coaching