

## Project Officer - Economic Empowerment (Riziki Kijini Project)

Location: [Africa] [Kenya]

Town/City: Osiligi

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

World Vision Kenya is part of the Inter-Agency Scheme for the Disclosure of Safeguarding-related Misconduct in Recruitment Process within the Humanitarian and Development Sector and all candidates will thus be screened as appropriate for any safeguarding related misconduct.

Job Title : Project Officer – Economic Empowerment (2 Positions)

Reporting to : Cluster Manager

Grade Level : 12

Work Location : Nairobi

### **Purpose of Position**

Provide technical support and guide the implementation of the Riziki Kijini project in Viwandani, Korogocho and Katwekera sub-locations within Nairobi County. The Economic Empowerment Officer will ensure the effective and efficient implementation of activities directly related to: Enhancing financial inclusion for vulnerable youth and women; Entrepreneurship skills development; promoting viable urban agribusiness options, market access and linkages; nutrition awareness; capacity development of county technical staff; and enhancing social accountability dialogues among youth, women and duty bearers geared towards fostering socio-economic

empowerment and mitigate effects of COVID 19 on youth and women in urban informal settlements through gender transformative approaches.

## Major Responsibilities

### **Project coordination and planning 25%**

- Work with the local administration and relevant stakeholders to recruit the most vulnerable youth and women to participate in the project
- Ensure that business processes, standards and guidelines related to Riziki Kijijini initiatives are effectively applied on a timely manner in project implementation including integration of cross cutting themes.
- Prepare quarterly, monthly and weekly activity work plans (4D Matrices) and budgets for effective activity implementation
- Be able to systemically review DIP/budget and other key implementation tools and plan accordingly
- Coordinate with respective government and private partners to ensure synergy building and joint execution planning

### **Technical support and project implementation 40%**

- Provide technical support and timely implementation of the project activities and ensure budgetary utilization is within acceptable limits/range.
- Promote financial inclusion among youth and women as a platform for incubating savings to promote income generation and diversification in the informal settlements.

- Support creation/strengthening of Village Savings and Loans Associations (VSLAs) for enhanced financial inclusion
- Promote sustainable urban agribusiness to support production of nutritious and safe food for communities living in the informal settlements.
- Work with relevant stakeholders to create awareness on nutrition and encourage better nutrition practices in the community
- Build the farmers capacity of youth and women on entrepreneurship, financial literacy, viable urban farming options, social analysis and action as well as digital learning and skills initiative
- Support coaching activities for youth and women on entrepreneurship and business start up
- Identify and facilitate linkages for the youth and women to markets, financial services, extension service providers

#### **Quality Assurance - M&E, Reporting and Documentation 15%**

- Register, track and maintain an updated database of youth and women
- Conduct regular group monitoring, data collection and analysis in coordination with the relevant stakeholders
- Contextualize and use reporting guidelines to track and develop quality, weekly, monthly, quarterly and end of project reports
- Attend weekly and bi-monthly project review meetings held by World Vision Kenya and Woeld Food Program

- 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

### **Advocacy, Networking & partnerships 15%**

- Foster partnerships with the key government departments to promote collaboration and close working relationships
- Mobilize communities and train them on Citizen Voice and Action to enable them advocate, engage and mobilize increased allocation and investment into youth and women economic development and resilient building
- Work with respective County Governments to leverage existing county government funds and initiatives to support the youth and women
- Facilitate linkages with market actors, financial service providers, input suppliers, digital learning initiative among others
- Represent the project in county and sub county technical working groups, advocacy working groups, key national and county forums and events

### **Others 5%**

- Participate in committees and taskforces, as assigned
- Perform any other duties assigned from time to time.

### **Knowledge, Skills and Abilities**

- Minimum of a Bachelor Degree in Agriculture/Agricultural Economics/Agribusiness/Agricultural Extension from a recognized university
- Minimum 2 years' experience in climate smart agricultural production, agribusiness, economic empowerment projects including gender mainstreaming with a bias in urban context
- Experience working with groups in urban set up is an added advantage
- Must have a good understanding and experience on economic empowerment approaches
- Experience working with youth and women groups
- Highly flexible and organized, able to coordinate government and private sector players for effective support and implementation of program interventions
- He /she must have ample experience in capacity building, public relations, be a strong team player and have good coordination skills
- Experience in working with partnerships, including county governments, civil society, donors and local community's structures;
- Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds;
- Excellent written and verbal communication skills, including report-writing and formal communication and presentation skills;

- Ability to take initiative, a team leader able to work with minimum supervision
- Proficiency in computer