

Project Coordinator - Economic Empowerment (Isiolo)

Location: [Africa] [Kenya]

Town/City: Samburu

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 Coordinator – Economic Empowerment

Reporting to : Cluster Manager

Grade Level : 13

Work Location : Isiolo

Purpose of Position

To provide technical support, guidance and field level coordination for timely and quality implementation of the Isiolo Women Economic Empowerment project activities within Burat and Ngaremara Wards in Isiolo County in full adherence to KOICA and WVK regulations and policies

Major Responsibilities

Project Planning, Coordination, Implementation and technical guidance (50%)

- Responsible for the implementation of all the Economic Empowerment activities and coordination of the WASH component in the project
- Ensure integration of WASH and Economic Empowerment sectors as well as other area program interventions
- Work closely with the Cluster Manager and the Risk and compliance manager to ensure that the appropriate controls are in place to realize effective, quality and timely project delivery in full compliance with the project guidelines and donor standards
- Enhance coordination with respective government and private partners to ensure synergy building and joint execution planning
- Ensure quarterly, monthly and weekly activity work plans (4D Matrices) and budgets are in place for effective activity implementation
- Work with the accountant to monitor and support the timely and appropriate utilization of budgeted resources for all project interventions.
- Proactively enforce controls and checks as well as ensure effective and timely response plans to all financial audit findings and take the needed measures to prevent future recurrence.
- Provide technical support to the Assistant project officer Economic Empowerment for effective delivery of the planned activities
- Ensure that the economic capabilities of Women farmers' organizations are strengthened through climate smart production, trainings,
- Ensure enhanced market access and financial inclusion among the women groups
- Strengthen the Women groups and unions to better cope with the effects of climate

change

- Provide supervision to the Assistant Project Officer to ensure the project objectives are met.

Quality Assurance - Monitoring, Reporting and Documentation (30%)

- Supervise and monitor project interventions in strict adherence to WV Kenya, Kenya government & KOICA regulations and other agreed standards.
- Develop monitoring plan with communities and partners agreeing on the required standards for monitoring, with support from the M&E specialist.
- Undertake regular project progress review meetings with staff and communities
- Ensure project data is captured, validated and updated on horizon and or any other approved World Vision Kenya (WVK) DM&E system.
- Coordinate with Cluster Manager, Risk compliance manager, Regional Design & MEAL Coordinator and relevant technical teams at the national Office to effectively support the project to carry out all measurements baselines, assessments, designs, monitoring and evaluations - in accordance with WV established standards, policies and procedures.
- In Liaison with project Accountant, track project implementation expenditure levels, manage work plans and budgets
- Compile the necessary monthly, quarterly and annual reports and submit to the Cluster Manager, Risk Compliance manager and Technical team at the National Office.
- Work closely with the communications department to ensure regular documentation of success stories / innovation for sharing across the partnership

Advocacy, Engagement, Networking and Partnerships (10%)

- Work with respective County Governments to leverage on financial and human resources to enhance synergy for project sustainability
- Participate in County Sector Technical Working groups and forums at the Sub-County and Ward levels as will be appropriate.
- Enhance partnerships with government and private partners to leverage on technical capacity development for farmers, extension support, inputs, financial services, market access and water services
- Participate in government policy formulation processes to support the project sustainability

Capacity Building (5%)

- Ensure the capacity of partners (Saving groups, CBOs, Farmers Groups, cooperatives) is built to enable them effectively intervene in economic empowerment initiatives appropriately
- Ensure development of women group training curricula in conjunction with relevant partners
- Establish specific capacity building methodologies for effective delivery & sustainability of project interventions
- Take lead in project staff and community capacities development through trainings and other information sharing avenues to handle project activities effectively.
- Support the Assistant Project Officer Economic Empowerment to effectively deliver on

project objectives

Others (5%)

- Attend and participate in devotional life of the organization such as chapel, transteam meetings etc.
- Perform any other duty as assigned by the supervisor or Designee

Knowledge, Skills and Abilities

- Minimum of a Bachelor Degree in Agriculture/Agricultural Economics/Agribusiness/Agricultural Extension or a closely related field from a recognized university
- A postgraduate training in project management, monitoring & evaluation, Economics, Agriculture or related field will be an added advantage.
- At least four years on job experience and specialties in climate smart agricultural production, agribusiness, economic empowerment projects including gender mainstreaming
- Experience in coordinating multi-sectoral programs
- Highly flexible and organized, able to coordinate government and private sector players for effective support and implementation of program interventions
- Must have a good understanding of the different systems of extension delivery.
- He /she must have ample experience in capacity building, public relations, be a strong team player and have good coordination skills

- Ability to design and conduct assessments, surveys, and information management
- 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
- Able to stand above denominational diversities.
- Good organisational, analytical and interpersonal skills
- Excellent computer skills