Job Description

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| **Job Title:** | Field Facilitator |
| **Organisation:** | Self Help Africa |
| **Location:** | Lusaka, Zambia |
| **Length of Contract**  | Two years – renewable subject to performance |
| **Start Date** | 1st March 2025 |
| **Reports to:** | Project Manager |
| **Salary & Benefits:**  | Competitive salary and medical cover, 24 days annual leave, Gratuity 25%, 5% Employer pension contribution. |
| **Organisational Strategy:** | Self Help Africa’s Zambia programme works with local communities to help them improve their livelihoods. Our mission is to alleviate hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches.Self Help Africa has been working in Zambia for over 35 years and has reached over 250,000 smallholder farmers. Our work has been focused on ending poverty and hunger through community-led and market-based approaches. Our experience working with rural communities and smallholder farmers during this time has honed our expertise in addressing climate change and its impact on food production and the environment. We collaborate with companies – both large and small - seeking to create jobs, add value, and develop markets. We also seek relationships with international businesses and corporations seeking opportunities to invest, collaborate, and develop markets that contribute to economic growth in Zambia. |
| **Job Purpose:** | The main responsibilities of the Field Facilitator in the Self Help Africa implemented DROOP Project is to mobilize smallholder farmers to effectively participate in agricultural interventions and facilitate provision of extension services in crop and livestock production so as to sustainably increase household food and income security amongst the target communities. The Agriculture Facilitator will be responsible for implementation of project activities at field level and will therefore ensure that there is effective interface between the Project and its beneficiaries |
| **Key Responsibilities:** | * **Community Engagement & Mobilization** – Collaborate with local communities to increase awareness, build trust, and promote active engagement in project activities.
* **Capacity Building & Training** – Organize and coordinate training sessions, workshops, and meetings to provide community members with project-relevant knowledge and skills.
* **Project Implementation Support** – Assist in rolling out project activities, ensuring they align with organizational goals and community priorities.
* **Activity planning**— Ensuring that activities are planned and conducted within the implementation timeframe.
* **Monitoring & Evaluation** – Track project progress, document key activities, and report on challenges and successes to ensure effective program delivery.
* **Stakeholder Coordination** – Collaborate with local officials, NGOs, and other stakeholders to develop relationships and maximize project impact.
* **Conflict Resolution & Mediation** – Address community concerns and mediate conflicts to ensure harmonious participation in project activities.
* **Report Writing & Documentation** – Prepare and provide regular reports to project supervisors about field activities, challenges, and best practices.
* **Adherence to Organizational Policies & Ethics** – Ensure that all project activities comply with organizational policies, donor requirements, and ethical standards.
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| **Key Relationships:** | **Internal*** DROOP Project Manager
* Camp Extension Officers under the Ministry of Agriculture and Livestock
* Livestock Extension Officers and Vet Assistants from the Ministry of Fisheries and Livestock
* External stakeholders including district government departments.
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| **Qualifications / Other Requirements:** | * Proven experience in promoting Water Sanitation and Hygiene, Market linkages, and conservation practices for smallholder farmers,
* Experience in mainstreaming gender in smallholder agriculture will be an added advantage,
* Demonstrate strong facilitation skills,
* Demonstrate ability to solve conflicts in community disputes.
* Excellent interpersonal skills and knowledge and understanding of local culture and language of the programme area,
* A valid licence for riding motorbikes
* At least a Diploma in Agriculture from a recognised institution,
* A minimum of 5 years post qualification practical experience in similar programmes,
* Strong computer skills especially with MS Word and Excel and other related packages
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| **Role Competencies:** | * Results-oriented with excellent organisational and communication skills, as well as enthusiasm and initiative
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Ability to work under pressure and on own initiative
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*This Job Description only* *serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Self Help Africa is committed to equal employment opportunities**