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**JOB DESCRIPTION**

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| **Job Title:** | Project Officer | |
| **Company:** | Self Help Africa / United Purpose | |
| **Location:** | Napak | |
| **Contract type:** | Fixed Term | |
| **Hours:** | 40 | |
| **Reports to:** | **Regional Programme Manager** | |
| **Organisation overview:** | **About Self Help Africa & United Purpose**  In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.  This merger doubled our size and reach – and means that in 2023 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance.  In 2022 our work reached more than six million people and invested upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene.  This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle global challenges in progressive and innovative ways. | |
| **Job Purpose:** | The purpose of the job is to facilitate the planning and implementation, monitoring and reporting of project activities directly with beneficiaries and other stakeholders. This also includes technical backstopping and other support to beneficiary individuals, producer organisations and associations and other stakeholders like local CBOs/NGOs, Local Government and private sector players, who are working with project beneficiaries. | |
| **Key Responsibilities** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Facilitate planning process and implementation of activity plans with project beneficiaries/ participants**   1. Develop and share activity implementation plans based on the approved project document 2. Sensitise communities on project interventions, including sustainable natural management strategies , and approaches. 3. Establish good relationships with local leaders, opinion leaders and local government technical staff in the area. 4. Coordinate mobilization and scheduling of community and/or group meetings. 5. Facilitate participatory needs identification and problem analysis and planning sessions . 6. Make follow-ups to review progress on the implementation of the agreed plans. 7. Prepare reports on group and/or community planning processes, activity implementation and project progress in accordance with the implementation plan. | * Project activity plans approved and implemented as agreed. * Community members understand project objectives, and processes and deliverables * Roles and responsibilities of different actors are understood by all * High quality and timely implementation of activities. * Progress on project implementation is well monitored and documented. * Clear, timely and quality reports are shared |
| **R2: Liaison and linkage with government officials, local businesses, CBOs and other service providers within the project area.**   1. Promote linkages and cordial relationships with government officials and other NGOs 2. Identify public and private sector service providers within the project area whose services and activities may be useful to the project beneficiaries 3. Provide information to the beneficiary communities and groups on existing service providers and businesses in the area. 4. Support the Regional Programme Manager in creating awareness on project activities and approach to government officials, businesses and NGOs in the project area. 5. Perform any other assignment that may be given to you regarding linkages and liaison with other NGOs, private and the government sectors. | * Effective linkages with local government officials, CBOs/NGOs, and private sector * Information on public and private sector services providers available to smallholder farmers * Local government officials and businesses understand project objectives and processes |
| **R3:** **Supporting institutional and business development for smallholder farmers and/or farmer groups**   1. Support groups formation and organisational development processes, including registration and development of constitutions and/or group rules/regulations 2. Training smallholder farmer group members and leaders in group dynamics, 3. Prepare and conduct producer/ farmer organization and association profiling and capacity assessment to identify needs including training and other capacity needs. 4. Develop and or improve training material 5. Lead in training in Farmer Field School (FFS) approach Good Agronomy Practical (GAPs), soil and water conservation, farming as a business, postharvest handling, VSLA/SWAPP and value addition in accordance with the training, curriculum agreed. 6. Link farmers to market players including input providers, post-harvest equipment, suppliers, financial institutions, market information providers, and buyers. 7. Oversee the implementation of green economy business opportunities (including ecotourism and waste management) and management of challenge fund 8. Lead and organise farmers to engage in theestablishment of demonstration sites for learning and replication of CSA practices. 9. Contribute to the planning and carrying out of exchange visits, conferences, and farmer exhibitions on product marketing. | * Organised producer groups and other business associations * Up-to-date information on agricultural opportunities by smallholder farmers and community members * Market information services available for smallholder farmers. * Increased skills and knowledge of smallholder farmers. * Improved green economy businesses for women and youth |
|  | **R4: Support the integration of nutrition, wash and gender into the project activities**   1. Sensitise communities on and nutrition gender-related issues. 2. Identify and promote measures/approaches to enhance the integration of nutrition, wash and gender into project activities according to the project document. 3. Work with M&E Officer to ensure nutrition and gender concerns are manifested in the project M&E reports 4. Condict any other duties assigned to you by your supervisor concerning the maximization of nutrition and gender integration in project activities. | * Nutrition and gender concerns are mainstreamed in the project interventions |
|  | **R5: Monitoring, Evaluation, Accountability and Learning (MEAL)**   1. Support the implementation of the M&E plans 2. Facilitate learning, promote peer-to-peer learning between staff and partners, participate in relevant national networks, and actively engage in organization-level focal groups. 3. Explore opportunities for positioning, innovation, upscaling and potential follow up projects | * Effective monitoring, reflection and evaluation system * Project reporting contribute to sector learning and SHA track-record externally. |
| **Qualifications/Other Requirements:** | * Minimum of Bachelors Degree in any field (preferably Agriculture, Agribusiness, business administration, or related disciplines) * Experience in participatory market system programming and value chain analysis/Development of different agricultural commodities * Understanding of key aspects of SHA development work; including food, nutrition, gender and livelihood security and other cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS); * Skills in training and facilitation of community processes, including organization and mobilization of communities and networking among different development partners such as youth groups, community-based organisations, government officers and SHA staff; * Ability to effectively use MS Office suite; * High level of integrity and high standards of personal conduct;   **Desirable**   * Experience working in project geographical region * Experience working with farmer groups and private sector actors.. | |
| **Key relationships:** | **Internal**   * Regional Programme Manager, Project Officers, technical Coordinators & other project staff * Self Help Africa Uganda Country Programme Staff and administrative staff   **External**   * Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations | |
| **Most Critical Proficiencies:** | * Excellent communication skills * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. | |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**