**Project Officer - Internal Vacancy Announcement**

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| **Job Title:** | Project Officer |
| **Department:** | Programmes |
| **Location:** | Oda Bultum, Bedessa, West Hararghe Zone, Oromia |
| **Contract Type:** | One year fixed term contract, renewable based on performance review and availability of fund |
| **Reports to:** | Project Manager |
| **Required Qty** | One |
| **About Self Help Africa and the Project:** | Self Help Africa (SHA) is an international non-profit development organization dedicated to the vision of an **economically thriving and resilient rural Africa.** SHA-Ethiopia is now seeking to recruit an Agriculture and Value Chain Development Programme Coordinator who will provide guidance and other technical support on Oda Bultum Integrated Community Development Programme (ICDP) financed by A Glimmer of Hope.  |
| **Job Purpose:** | The Project Officer has overall responsibility for the day-to-day delivery and coordination of the Oda Bultum Integrated Community Development project. S/he will be responsible for achievement of overall physical and qualitative targets mentioned in the project document.S/he will provide technical support to community development facilitators and field agents; mobilize and sensitize communities; and liaise with all relevant stakeholders. The incumbent will facilitate training and events planned for the target farmers within the project area. Moreover, he/she will assist the union/ primary cooperatives and individual project beneficiaries in delivering planned project activities within the specified project period and with expected quality standard. The Project Officer will have responsibility for monitoring progress and producing regular reports and updates.  |
| **Key Responsibilities:** | **Specific duties include, but are not limited to:** * Coordinate and lead project field level activities under his/her assigned areas;
* Identify market opportunities and impediments for selected agricultural commodities value chain development and develop strategies to solve bottleneck and to capture opportunities together with other project team members and stakeholders;
* Ensuring capacity development training, business plan preparation and handholding of farmers’ enterprises d, awareness, business management start-up training, marketing, financial and digital literacy, value chain development, etc.
* Program management related to distribution of input provision, backward linkages and forward market linkages activities
* Conduct district/block level meetings regularly for project update.
* Support in preparation of documents for review and steering committee meetings.
* Lead and coordinate for meetings, workshops, conferences, training, study tours and related activities relevant to the implementation of the project.
* Compile and submit detailed monthly updates, quarterly and annual project reports to the project Manager within the set deadlines;
* In collaboration with the project manager, coordinate the operations of the community development facilitators, filed agents, and RuSACCO officer;
* Identify and liaise with all stakeholders and organise/facilitate stakeholders’ workshops;
* Undertake organisational capacity assessment of farmer/RuSACCOs cooperative/unions and gap analysis of selected value chains commodity production and marketing;
* Facilitate and follow up project target beneficiaries’ agreement between coops/unions and the private sector as required;
* Coordinate training on seed production for maize and haricot bean/mung bean, conservation agriculture, pest and disease control, post-harvest handling and quality control, dairy and other livestock ;
* Support the establishment of revolving funds for identified VCs in the project area;
* Coordinate Training of Trainers training for lead farmers and government extension staff;
* Coordinate training to coops/unions in leadership and governance;
* Visit target communities on a regular basis to discuss with farmers their problems and experiences ;
* Participate in the development and the implementation of annual project work plans in target areas;
* Accomplish activities planned in the project proposal for the target areas;
* Ensure all required data are collected timely and recorded both in tables and paper forms;
* Verify accuracy of data collected for tracking of indicators in the project;
* Monitor groups and individual project target beneficiaries application of knowledge and skills transfer from trainings for attitude and behaviour transformation, changes in production and marketing levels;
* Ensure gender, nutrition and environmental aspects are mainstreamed in all project activities;
* Establish and maintain good working relations with government partners at zone and district level as well as other collaborators in this project;
* Perform any other duties assigned by the Project Manager within the area of technical competence.
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| **Key Relationships:** | **Internal*** Project manager (Line Manager)
* Oda Bultum ICDP Programme Team,
* SHA Ethiopia Country Office

**External*** Project Donor
* Local Government Authorities,
* Financial Institutions,
* Other International and Local NGOs,
* Private Sector Organisations,
* Business Advisors and Mentors.
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| **Qualifications/Knowledge and Experience** | **Essential:*** BSc/BA degree in Agriculture, Agricultural extension, Agri-business, Agricultural economics, cooperative development or related fields
* At least five years relevant working experience in community-oriented development work or cooperative development etc.
* Sound technical knowledge of haricot bean and maize production.
* Good inter-personal and communication skills
* Capacity and maturity to establish and maintain links with government officials, smallholder farmers and private sector
* Ability to organise and manage events like farmers’ field days, trainings, and workshops
* Computer literacy, particularly in MS Word and MS Excel
* Demonstrable good command of English and Afan Oromo languages (both written and spoken)

**Desirables:*** Demonstrate capacity to plan, prioritize and deliver tasks on time to meet goals in a high-pressure environment;
* Proven ability to work in multidisciplinary and multi-stakeholder working environments;
* Experience working in an NGO setting on agriculture and rural development related disciplines;
* Ability to work and act under pressure;
* Remain open to change and ability to manage complexity;
* Familiar with SHA procedures, possess strong supervisory, communication, team building and computing skills (word processing, spreadsheets and data-bases).
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Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s 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/garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer. Women candidates are highly encouraged**