**JOB DESCRIPTION**

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| **Job Title:** | Livelihood/ Food security/DRR Officer |
| **Department:** | Programmes |
| **Location:** | Woreilu |
| **Contract Type:** | One and half years fixed term contract |
| **Reports to:** | Cluster Coordinator |
| **Required Qty** | 1 |
| **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 Livelihood/Food security/DRR Officer who will provide guidance and other technical support on the R4 project implemented in Amhara region financed by WFP.  |
| **Job Purpose:** | The position holder – working at field level - will be responsible for project implementation and ensuring the quality and effectiveness of the R4 project within his/her designated geographical area including project implementation, day-to-day monitoring, and reporting. The incumbent 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 volunteer field agents/community facilitators; mobilize and sensitize communities; and liaise with all relevant stakeholders.  |
| **Key Responsibilities:** | **Specific duties include, but are not limited to:** * In close coordination with Project Manager and Cluster Coordinator, provide technical support and monitoring of the project field level activities under his/her assigned areas;
* Ensure all the four R4 project components are effectively undertaken in close collaboration with major project partners and stakeholders
* Organise, participate in and support trainings, community-based dialogue sessions, resource and beneficiary assessments and other capacity-building activities, as and when required.
* Facilitate, organize, and plan watershed approach natural resource management in collaboration with government partners and beneficiaries
* Organize training for project field staff and beneficiaries to build core skills in livelihood concept, food security, DRR and resilience building;
* Liaise with local / kebele level organisation and community-based organizations (CBOs) such as VESA and RuSACCOs;
* Facilitate the establishment/strengthen of local level CBOs
* Make regular visits and consultation to project beneficiaries and ensure delivery of project inputs on timely basis;
* Ensure the PM and Cluster Coordinator are kept informed about project progress (weekly plan and achievements);
* Ensure that sex-disaggregated beneficiary data collected and submitted to the Cluster Coordinator/PM, and provide required information to produce progress report in accordance to the reporting template and within their reporting schedule.
* Facilitate the implementation of project activities are carried out in accordance with the agreed LoA with the donor, work-plans and project proposal
* Identify livelihood opportunities and impediments for selected IGAs 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, business management start-up training, marketing, financial and digital literacy, value chain development, etc.
* Project management related to distribution of input provision, backward linkages and forward market linkages activities
* Support the establishment of revolving funds for identified IGAs in the project area;
* Provide support for field finance teams in providing financial documents that help for settlement purpose.
* In collaboration with the PM/Cluster coordinator, coordinate the operations of the community development facilitators, volunteer community facilitators, and other project team;
* Monitor groups and individual project target beneficiaries application of knowledge and skills transfer from trainings for attitude and behaviour transformation, changes in production and income 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;
* Manage minor financial payments when there is a need
* Perform any other duties assigned by the Cluster Coordinator/PM within the area of technical competence.
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| **Key Relationships:** | **Internal*** Cluster Coordinator (Line Manager)
* Project Manager
* R4 Project 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, Rural Development, Development studies, Economics, Food Security, Disaster Risk Management, Agricultural Economics, Agribusiness Management, cooperative development, Sociology, or other related fields
* At least five years relevant working experience in livelihood, food security, resilience building, climate change adaptation, natural resource management or other relevant fields
* Equipped with sufficient level of awareness of Early warning concepts; agriculture, Disaster risk management practice and knowhow; food security and livelihoods framework and Gender
* 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
* Excellent oral and written communication skills;
* Computer literacy, particularly in MS Word and MS Excel
* Ability to work independently in a timely and organized manner;

**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;
* Ability to work and act under pressure;
* Motorbike license
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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 vetting.

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