

JOB DESCRIPTION

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| Job Title: | **Project Officers (3 Positions)**  |
| Company: | Self Help Africa |
| Department: | Programmes |
| Location: | Homabay, Migori & Siaya |
| Reports to: | KEM5 Programme Manager |
| Benefits: | 21 days annual leave, medical insurance and 10% employerpension contribution |
| Expected Travel: | 70% travel to project locations |
| Job Purpose | The purpose of this position is to facilitate implementation of the activities of the ***Integrating Cassava into affordable and drought tolerant food systems (Kenya) project***through regular support to Seed Companies, Seed Entrepreneurs, and Processing Units. |
| Key Responsibilities |  **Facilitate capacity development of seed companies and seed entrepreneurs to produce quality cassava seed.*** Coordinate training of seed companies and seed entrepreneurs on Varietal Selection, Cassava Seed Production Protocol, Good Agricultural Practices, and Climate Smart Agriculture.
* Coordinate training of seed companies and seed entrepreneurs on food safety, nutrition, and dietary diversity.
* Coordinate distribution of breeder/certified seed to seed companies and seed entrepreneurs by KALRO.
* Coordinate distribution of certified seed to seed entrepreneurs by seed companies.
* Coordinate inspection of seed companies’ and seed entrepreneurs’ farms by KEPHIS.

 **Facilitate capacity development of processing units on production of safe and nutritious cassava products.*** Facilitate the strengthening of processing units’ capacity for increased produce aggregation, processing, and market linkages.
* Support TruTrade in the training of processing units on global, regional, and national quality standards.
* Support TruTrade to train processing units on flour blending, nutrition, and hygiene and sanitation.
* Conduct monitoring visits to the Processing Units to ensure they are commercialized

 **Facilitate digitized dissemination of market intelligence.*** Sensitize and disseminate information to seed companies, seed entrepreneurs, processing units, and offtakers using digital tools.
* Coordinate feedback sharing workshops for stakeholders.

**Facilitate linkages between seed companies, seed entrepreneurs, processing units, and offtakers.** * Facilitate the establishment/strengthening of county level Root and Tuber Crops fora.
* Participate in county level stakeholder meetings.
* Contribute to county level discussions on policy formulation through thematic working groups to create an enabling environment for stakeholders.
* Facilitate knowledge and information sharing for stakeholders at county level.

**Support learning, monitoring, reporting, and visibility*** Ensure effective planning, budgeting, and implementation of project activities in the target county.
* Work with the M&E officer to ensure accuracy of the log frame data and ensure the log frame is up to date.
* Conduct frequent follow up visits to seed companies, seed entrepreneurs, and processing units.
* Work with project team and M&E officer to ensure submission of at least 2 case studies every month.
* Participate in Result Based Monitoring through data collection, entry, and cleaning.
* Support the M&E officer on project database management, including keeping track of all project documents and manuals developed during the project lifecycle.
* Prepare activity, monthly, and quarterly reports on the project implementation process.
* Support the Programme Manager on monthly, quarterly, and annual reporting and ensuring reports are fully reviewed, and quality and deadlines are met.
* Any other duties as assigned by the Programme Manager
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| Key Relationships | **Internal*** Senior Programme Manager and Private Sector lead
* Project Coordinators – Nutrition and Gender, Agriculture and Natural Resource Management, Monitoring and Evaluation, Trade and Enterprise Advisor.
* TruTrade Network Development Manager
* M & E Assistant Officer
* Finance and Administration Team

**External*** County Governments and relevant County Departments – Agriculture, Trade, Nutrition, Social Services, Gender, etc.
* Other partners like KALRO, KEPHIS, IITA
* Other development organizations/stakeholders
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| Knowledge and Experience: | * Good understanding of project cycle management approaches, monitoring and evaluation, and capacity building to seed companies, seed entrepreneurs, and processing units.
* Good report writing skills.
* At least 2 years’ experience with Agriculture/Livelihood Program implementation, working with seed entrepreneurs and processing units.
* Skills in training/facilitation of development processes, including organization and mobilization of communities and networking among different development partners such as community-based organizations, and government officers.
* Proficiency in computer packages especially with MS Word, Outlook, Excel, and other related packages.
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| **Skills and Qualifications** | Essential:* At least Degree in Agricultural Extension, Agribusiness, Agricultural Economics, or related discipline.
* 2 years’ experience working in a rural setting on agribusiness, food security and livelihoods, and community development projects.
* Motorcycle Riding License
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| **Role Competencies:** | * Good communication and presentation skills
* Ability to work as part of a team across different cultures.
* Ability to work with minimum supervision and take initiatives.
* Ability to develop effective partnerships and relationships.
* Ability to ride a motorcycle.
* High level of integrity and high standards of personal conduct.
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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.**