

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% employer  pension 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 | | |
| 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 | | |
| 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. | | |
| **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 | |
| **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. | |

*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.**