**JOB DESCRIPTION**

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| **JD Unique ID:** | 52367 |
| **Job Title:** | Project Assistant, Abatement of Short-Lived Climate Pollutants (SLCPs) in the Nigerian Agricultural Sector Project |
| **Company:** | Self Help Africa |
| **Location:** | Makurdi, Benue State |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 18 months |
| **Reports to:** | Project Coordinator |
| **Organisation overview:** | **About Self Help Africa**  Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘*Sustainable livelihoods and healthy lives for all in a changing climate’*. We have almost 50 years of experience working in Africa, including over 20 years in Nigeria (as United Purpose and Concern Universal).  In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.  In early 2023, we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries: Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are: ▪ **Impact:** We are accountable, ambitious and committed to systemic change. ▪ **Innovation:** We are agile, creative and enterprising in an ever-changing world. ▪ **Community:** We are inclusive, honest and have integrity in our relationships.  To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition, and WASH. |
| **Programme description** | As part of Self Help Africa’s (SHA) five-year strategic plan to strengthen agriculture and food systems, sustainable landscapes and climate adaptation in Nigeria, we are launching a project titled “Abatement of Short-Lived Climate Pollutants (SLCPs) in the Nigerian Agricultural Sector” by Reducing Open Field Burning (No Burn Alternatives). This project is supported by the Climate and Clean Air Coalition (CCAC) in response to the Government of Nigeria’s design (through the Federal Ministry of Environment (FMEnv) and Federal Ministry of Agriculture and Rural Development) to support the promotion of efficient management and alternative utilisation of farm wastes to reduce/prevent burning of farm residues, replacing such practices with clean air alternatives based on low-tech mechanical conversion and further use/processing of cleared biomass.  The project will facilitate strategic stakeholder engagement, and capacity building of government agricultural extension officers and farmers using best practice approaches to reduce and provide alternatives to open field burning while promoting Climate Smart Agriculture. SHA will leverage its existing footprint, connections with communities, government, and project implementation infrastructure in Benue State to reach farmers in a cost-effective way.  **The goal of the project is to:**   * Improve air quality in Benue State by significantly reducing emissions and particulate pollution from open field burning. * Contribute towards Nigeria’s goals of Low Carbon Development and emissions reduction as set out in Nigeria’s Nationally Determined Contribution (NDC) document. More specifically, the project will contribute to achieving the goals of Nigeria’s 2019 National Action Plan to Reduce short-lived climate pollutants (SLCPs) which aims to reduce black carbon emissions by 83% and methane emissions by 61% by 2030.   It is expected that the project will result in farmers uptaking farming practices that will lead to reduced open burning and increased utilisation of crop residues for other uses. |
| **Job Purpose:** | The Project Assistant will support the implementation of the Abatement of Short-Lived Climate Pollutants (SLCPs) in the Nigerian Agricultural Sector Project contributing to timely implementation of project activities, stakeholders’ engagement and consultation, team management, monitoring and evaluation, financial planning and management, and communication with stakeholders at all levels.  The position requires familiarity with the context in which the project is being implemented, experience in community engagement, and capacity for critical thinking and adaptation based on learnings and findings during the implementation period. The position holder will report to the Project Coordinator. |
| **Key Responsibilities:** | **Project planning, implementation, and budget management:**   * Plan, design and ensure delivery of project activities at the LGA level in line with the Project Activity Implementation Plan (PAIP) and Self Help Africa’s Operations Guideline. * Coordinate with project stakeholders at the LGA level including community partners, farmers groups, local government, Extension Officers and other stakeholders. * Monitor and ensure planned activities are implemented at the LGA level as per PAIP and budget allocations. * Provide strategic and technical support to field teams (Extension Officers), farmers groups, community partners, and other stakeholders to ensure on-time implementation of project activities at LGA level. * Provide technical support to field teams in designing and conducting capacity building activities for Small Holder Farmers Groups as per capacity development plan. * Ensure that at the LGA level, there is budgetary compliance with grant agreement and both SHA and CCAC financial and procurement policies. * Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.   **Networking, coordination and advocacy:**   * Conduct in-person outreach with partners at the LGA level, project stakeholders, Extension Officers, Farmers, and community leaders. * Work with project stakeholders at all levels, and Extension Officers in developing training guide to facilitate Farmers Field School activities on No-burn Alternatives and Climate Smart Agriculture. * Provide strategic and technical support to field teams in building and maintaining cohesive coordination with the local government authorities. * Work with Project stakeholders at the LGA level, and Extension Officers in developing training guide to facilitate Farmers Field School activities on No-burn Alternatives and Climate Smart Agriculture. * Support the development/identification of training modules, SBCC (Social Behavior Change Communication), IEC (Information, Education and Communication) and promotional materials. * Tailor SBCC and IEC materials to local and project context in coordination with stakeholders at all levels. * Ensure organisational and donor visibility during implementation of activities.   **Knowledge management, monitoring, reporting and safeguarding**   * Provide support to MEAL team for the tracking and monitoring of progress, data collection, database administration, documentation of the project’s impacts and results, and M&E related support at the LGA level as required. * Support the M&E teams efforts to document the project’s achievements, results, learnings and impacts. * Provide weekly updates and monthly reports as per the approved format summarizing the progress made in implementing activities, lessons learnt, and recommendations for improvement. * Monitor risks that arise in the course of project implementation, and implement rapid risk mitigation measures including effective communication to all stakeholders. * Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities. * Support the setup of feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities, and contribute to the protection of program participants. |
| **Key Relationships:** | **Internal:** Project Coordinator, Global Advisor for Climate Change, Agroforestry and Natural Resource Management (NRM); Programme, MEAL, Operations, Finance & Compliance and Security teams.  **External:** Government Extension Agents,Ministry of Environment, Ministry of Agriculture and Rural Development, State Government, development partners and professional networks |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:**   * Bachelor’s degree in Agriculture, social science, community development or related field. * ICT operation, and proficiency in MS Office.   **Experience**   * At least 4 years of project implementation experience in an international development organisation/INGO/NGO. * Experience in the field of Climate Change, Agroforestry, Natural Resource Management and community mobilisation. * Experience in capacity building and development of farmer groups and extension workers. * Knowledge of Monitoring, Evaluation and Learning * Experience working with culturally diverse teams.   **Skills:**   * Project management and implementation * Gender sensitivity and Respect for cultural diversity * Team spirit and openness to learning * Monitoring, evaluation and learning * Communication, networking, facilitation and mobilisation. * Organisational development * Reporting and documentation   **Language Requirements:**   * Excellent written and oral proficiency in English language is required and relevant local language competency is an added advantage. |

**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **13th February, 2024.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa 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 strives to be an equal opportunity employer.**