**JOB DESCRIPTION FOR PROJECT OFFICER POSITION**

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| **JD Unique ID:** |  |
| **Job Title:** | Project Officer |
| **Organisation:** | United Purpose |
| **Location:** | Chimoio, Manica province |
| **Contract type:** | 1 Month Probation period, 1-year contract renewable |
| **Period:** | From June 2024 |
| **Reports to:** | Project Manager |
| **Organisation overview:** | In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty. 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 Kenya, and CUMO, Malawi’s largest micro-finance provider. |
| **Job Purpose:** | The Project Officer will be responsible for Coordination of field activities, Gender and Youth Management of the Kufungula Muae project by ensuring project outcomes are achieved and exceeded as per SHA/UP’s contractual agreement with World Food Programme and to the quality standards of SHA/UP and the wider Gorta Group. |
| **Key Responsibilities:** | • Coordinate field operations and training for district-based officers.  • Develop and oversee training plans and budgets.  • Supervise monthly and quarterly plans' execution.  • Compile reports from field officers regularly.  • Document project successes, challenges, and lessons learned.  • Present project results in seminars and workshops.  • Address emerging research questions in agriculture.  • Facilitate connections between farmers and buyers.  • Connect farmers to online resources.  • Adapt training content at district levels.  • Organize and implement training seminars.  • Provide technical assistance for field implementation.  • Participate in Training of Trainers sessions.  • Organize community facilitator training.  • Ensure gender perspectives are integrated.  • Support financial inclusion strategies.  • Supervise facilitators and ensure quality standards.  • Assist in monitoring and data collection.  • Maintain participant databases.  • Manage organizational assets like phones and tablets. |
| **Key Relationships:** | Internal   * Project Manager * Finance and Administration Team * Monitoring & Evaluation Advisor * Gender and Nutrition Advisor * Safeguarding officer   External  • Provincial and district Government  • Other Stakeholders including national government, private companies, research institutions, financial institutions, external auditors, donors, and Academia. |
| **Knowledge, Experience and Other Requirements** | Essential   * Bachelor’s degree in Agricultural Sciences, Management Economics, Rural Development, Agribusiness Management, or related field required, * Strong computer skills especially with MS Word and Excel and other related packages * At least 6years’ experience in the implementation of private sector development approaches and development programs design, Monitoring, Evaluation and Learning * Attention to detail and the ability to produce timely and accurate reports. * Strong community facilitation skills and familiarity with participatory evaluation tools and approaches * Female applications are encouraged * Adheres to SHA/UP’s values, which are: Impact, Innovation, Community * Fluency in Portuguese and local languages * Have an motorcycle driving license |

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form. The completed application form should be uploaded, together with the Cover letter, Curriculum Vitae and Copies Certificates saved in your name, to through the portal accessible here.

No hard copies / physical applications will be accepted. Please note zipped Folder will not be accessed.

Closing date for the receipt of completed application forms is 12:00 Midnight of 4th June, 2024. Only short-listed candidates will be contacted.

For more information about the organisation, please visit our website at www.selfhelpafrica.net

This Job Description only serves as a guide for the position available and SHA/UP reserves the right to make necessary changes.

Qualified and selected candidates will be requested to submit to a criminal record check.

If you have any issue or queries you may email Ana.Alzira@United-Purpose.org and [Uaite.Cuche@united-purpose.org](mailto:Uaite.Cuche@united-purpose.org).

Any candidate offered a job with Self Help Africa/ United Purpose 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