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| **JOB DESCRIPTION** |
| **Job Title:** | Programme Coordinator – OB ICDP |
| **Company:** | Self Help Africa |
| **Team:** | Programme |
| **Location:** | Addis Ababa, with frequent travel to Field Offices.  |
| **Contract Type:** | 6 months, renewable depending on funding |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Head of Programme |
| **Salary:** | As per SHA scale |
| **Organisation overview:** | Self Help Africa is an international NGO dedicated to the vision of Sustainable livelihoods and healthy lives for all in a changing climate. Headquartered in Ireland, with offices in the UK, the US, Brazil, Bangladesh, Burkina Faso, Ethiopia, the Gambia, the Democratic Republic of Congo, Ethiopia, Kenya, Malawi, Mozambique, Nigeria, Uganda, Senegal, and Zambia. SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.SHA is currently implementing a portfolio of approximately 80 projects in 16 countries, funded by a variety of institutional and private donors including the European Union, Irish Aid and USAID.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 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.SHA through partnership with A Glimmer of Hope has been implementing Oda Bultum Integrated Community Development Project (OB ICDP) since 2020 within 13 selected kebeles of Oda Bultum Woreda of West Hararghe Zone. As the program is to end on December 31,2024, and a possibility of extension is under reviewed, the project requires a full time Programme Coordinator who will oversee and properly follow up the exit plans as well as build on proper documentation and business development plans for continuity of the programme. The project has reached over 12,000 HHs through variety of value chains using the RuSACCOs by creating access to financial services and recognizes the importance of gender equity to ensure progress in reducing poverty.  |
| **Job Purpose:** | The Programme Coordinator will provide overall technical direction for the livelihood and financial inclusion activities that are part of the Oda Bultum ICDP’s scope of work, ensuring the implementation of a market facilitation approach as well as linking the various stakeholders and partners to ensure smooth implementation and exit strategy of the Oda Bultum ICDP project. The post holder will closely follow up the saving and credit status of the RuSACCOs in order to establish a sustainable impact during exit of the project. This role will be the key liaison between SHA and the implementing partners and will also ensure regular communication and cooperation between the project team based in Oda Bultum, and the Country Management team and the donor in Addis. The job holder will also provide technical expertise and guidance in designing and implementing market systems and value chain development interventions across the organization as deemed necessary. |
| **Key Responsibilities:** | **Specific duties include but not limited to the following*** Provide technical oversight in attaining project goals and objectives through increasing productivity and facilitating market linkages.
* Ensure market linkages and private sector engagement in program activities.
* Ensure high quality of delivery of the Oda Bultum ICDP project by supporting and coaching project team on value chain development and overall livelihoods activities.
* Provide technical and professional support to program team to ensure quality and appropriateness of agri-enterprise and value chain development project interventions as well as ensure its sustainability.
* Analyse constraints within specific value chains and create a strategy for addressing these constraints.
* Identify and develop end market opportunities.
* Review farming systems and crop production environments of the project and identify constraints and opportunities for introducing regenerative agriculture and other good agricultural practices amongst farmers.
* Follow up of the regenerative agriculture and best practises to share documentations for improvement and scale up programming.
* Conduct training and continuous mentoring and coaching to program staff in the area of market systems development approach.
* Coordinate delivery of training, extension services, and/or technical assistance to agribusinesses
* Establish and maintain communication and dialogue with the project donor, private agribusiness counterparts and relevant stakeholders.
* Contribute to project management, monitoring and evaluation, learning, work plan development, communications and report writing in consultation and collaboration with the project Manager and project team.
* Ensure inclusive programming with attention to ensuring equitable benefits for women, youth, and other marginalized populations.
* Monitor and oversight of the process to ensuring timely implementation of the Livelihoods component the Oda Bultum ICDP activities as agreed in the work plans, seeking coherence between project approaches and tools, and providing guidance for the achievement of the desired results.
* Regularly communicate project status including progresses, successes, risks, challenges, and opportunities for timely intervention to correct lags or capitalise good practices.
* Work closely with Glimmer Livelihood Team on program plans and activities.
* Provide regular reports and plans including status updates, monthly and quarterly plans, and performance reports as well as any required information upon request to project donor.
* Actively engaged in the budget preparation and review of expenditure on regular basis.
* Develop and review a procurement plan and initiate procurement request related to the project and follow up for timely delivery of items.
* Actively participate during audit mission by the donor, exit plans and stakeholders’ meetings in good collaboration with the partners
* Follow up with the government signatories and offices to carry out terminal evaluations, monitoring, and evaluation of the project as per the time schedule.
* Write case studies, sharing of good practices and innovative value chain development models, documenting the entire lessons learned using all possible communication medias.
* Build effective networks and relationships with external stakeholders to facilitate the efficient delivery of project activities, and project management as required.
* Facilitate learning, promote peer-learning between staff and partners, participate in relevant regional or woreda level networks, steering committee meetings and actively engage in organization platforms.
* Prepare training materials, proceedings, posters, etc as deemed necessary.
* Work closely with the HoP, SHA technical team, project staff and partners.
* Undertake frequent travel to the project’s areas.
* Perform other related duties and tasks as assigned.

**Accountability*** In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS):
* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E)
* Work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed.
* Work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.
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| **Key Relationships:** | **Internal*** Head of Programme (Line Manager)
* Country Director and Head of Finance and Admin
* Programme Managers, M&E team and Technical Advisor
* Gender & Nutrition Project team
* Safeguarding Focal Points
* Global Office Advisors – Livelihood, Gender, Nutrition,

**External*** Donor staff – Glimmer of Hope,
* Key Ministry Stakeholders (Bureau of Finance, Cooperative Office, Woreda sector offices as relevant)
* Partners – ODA,
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| **Knowledge, Experience & other Requirements** | **Essential*** Master’s degree or equivalent in Agricultural Economics, Economics, Agricultural Extension, Agri-business, Agriculture, Development studies or related field with minimum of four (4) years of experience.
* Bachelor’s Degree or equivalent in Agricultural Economics, Economics, Agricultural Extension, Agri-business, Agriculture, Development studies or related field with minimum of two (2) years of experience.
* At least two years of experience in the design and implementing of agriculture and value chain development projects, value chain analysis, micro-enterprise/business/private sector development with demonstrated success in increasing profits in relation to agricultural value chains, especially targeting smallholder farmers and farmers organizations.
* Experience in dairy, goat, poultry, tomato, potato, onion, haricot bean and value chain projects are preferred.
* Experience in facilitation of learning process, networking, and knowledge management.
* A good understanding of project cycle management approaches and tools
* Result-oriented, and demonstrated ability to take initiative, solve problems, facilitate, and coordinate teamwork in view of achieving expected plans and outcomes.
* Experience and demonstrated skills in interacting with partners and allies, government, and stakeholders.
* Good understanding of the Ethiopian Government structure and system as well as agricultural extension services
* Basic experience and knowledge in budget tracking and financial management
* Commitment to international and humanitarian NGO codes, standards, and practices
* High level integrity and high standards of personal conduct,
* A strong commitment to the aims, objectives, and values of the SHA Ethiopia Country Programme
* Excellent written skills, and experience in planning, monitoring, reporting and evaluation of programmes in an international organization.
* Ability to form good working relationships and to coordinate with colleagues across the organisation and with partners in multiple locations.
* Administrative skills such as organising and maintaining records, files, and databases.
* Experience of building and maintaining excellent relationships with institutional donors and partners.
* Self-motivated, proactive and driven individual, with experience of managing and prioritising own workload, meeting tight deadlines and working under pressure.
* Strong and creative oral presentation skills and experience.
* Ability and willingness to travel to the project locations.

**Desirable** * Knowledge of market driven and pro-poor value chain approaches
* Experience in monitoring and evaluation of development programmes and in knowledge management and communication will be positively considered
* Knowledge of the smallholder farmers context, RuSACCOs, agriculture, and development work in Ethiopia is an asset.
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*Self Help Africa is an international development charity, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the* ***Code of******Conduct*** *and* ***Child and Adult Safeguarding Policy****, inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures..*

**Self Help Africa is an Equal Opportunities Employer**