**JOB DESCRIPTION**

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| **JD Unique ID:** | 64123 |
| **Job Title:** | Capacity Development Coordinator |
| **Company:** | Self Help Africa |
| **Location:** | Kano |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 1 year, subject to donor contract |
| **Reports to:** | Project Manager |
| **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 project countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our projects 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. |
| **Project description** | SHA is partnering with the World Food Programme to implement the Strengthening Food Systems project. The project aims to strengthen food systems that promote increased value chain employment opportunities for the youth; sustaining and improving on-farm and off-farm job opportunities for 50,000 young women and young men engaged in the different nodes of sorghum, millet, soya bean, groundnut, and horticulture value chains.  The project will focus on capacity building interventions for existing enterprises, using this as an avenue to create employment opportunities for youth and women in Kano State. |
| **Job Purpose:** | SHA is looking for a dynamic Capacity Development professional with expertise to Conduct capacity development of participants (training of trainers, business model design and implementation, establishing linkages to additional business development services), Foster strong, collaborative relationships with partner institutions and additional business development service providers.  S/he will oversee implementation of trainings and provision of additional business development services to MSMEs and ensure all activities are planned and delivered according to Donor and SHA standards. |
| **Key Responsibilities:** | **Strategic Planning, and Enterprise Development**   * Develop overall strategic capacity development plan, in line with the project activity implementation Plan (PAIP) and SHA operations guidelines. * Lead Business model design for enterprise development * Develop, implement, monitor and evaluate capacity building strategies for increased effectiveness of Enterprise Development Systems. * Support to ensure high level of accountability to participants, stakeholders and donor ensuring effective feedback mechanism, regular communication, timely production and submission of plans, reports and assessment.   **Effective Implementation and Project Quality**   * Oversee Capacity development implementation (Training of Trainers) etc, and work closely with the Project Manager on the overall project strategy. * Ensure the provision of additional business development services to MSMEs. * Ensure capacity development quality assurance and oversight, which includes regular field visits in Kano. * Lead on effective implementation of Monitoring, Evaluation, Accountability and Learning framework for capacity development. * Ensure monitoring and evaluation as per capacity development plan   **Representation, Networking and advocacy**   * Organise and Foster strong, collaborative relationships with partner institutions and additional business development service providers. * Establish linkages to additional business development services * Represent the Project Manager and where needed SHA, at technical meetings as well as state clusters on capacity development – with World Food Programme (WFP), and Mastercard Foundation (MCF)   **Transparency, Compliance and safeguarding**   * 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. * Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities * Provide support to establish 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 at the LGA level |
| **Key Relationships:** | **Internal:** Project Manager, Entrepreneurship ecosystem and MSME Development Coordinator, Communications and Knowledge Management, Operations, Finance & Compliance and Security teams.  **External:** Ministry of Agriculture and Food Security, State Government, development partners and professional networks. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:**   * Tertiary qualification, University degree in agribusiness, business administration, Economics. * ICT operation, and proficiency in MS Office.   **Experience**   * General professional experience: At least 5 years of professional experience in the private sector and MSME ecosystem development. * Elaborate professional experience in entrepreneurship and MSME development. * professional experience in capacity development and/or learner-centred training methodologies and coaching. * management/leadership experience as project team leader or manger in a company * Development Cooperation (DC) experience: 3 years of experience working on Donor Projects   **Skills:**   * Excellent leadership and coordination skills (and ability to coordinate several tasks at once and managing priorities) * Effective communication, problem solving and decision-making skills and diplomacy in communication * Respect for cultural diversity and gender sensitivity * Team leadership and mentoring * 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 working knowledge of any of the local languages spoken in northern Nigeria.  **Desirable**  **•** Gender and intercultural sensitivity  • Positive outlook and team spirit  • Adaptable and responsive disposition relative to the demands of the Project |

**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**26th June, 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.**