**JOB DESCRIPTION**

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| **JD Unique ID:** | **64417** |
| **Job Title:** | **Project Officer**– Integrated Climate Adaption & Community Resilience Building Project |
| **Company:** | Self Help Africa / United Purpose |
| **Location:** | Banjul, The Gambia |
| **Contract type:** | 1 Year Fixed – Term – renewable on conditions  |
| **Hours:** | 8 Hours+ 1hour break |
| **Reports to:** | **Project Manager**  |
| **Salary:** | Attractive |
| **Organisation overview:** | **About Self Help Africa & United Purpose** Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose. The organisation now works in 9 countries across sub-Saharan 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. |
| **Job Purpose:** | The Project Officer will work closely with other project staff and ensure all production activities are implemented and impact reported as per donor contract agreement. S/he will liaise with administrative and finance staff to ensure adherence to policies and procedures including finance and procurement procedures.  |
| **Key Responsibilities:** | * Support Project Manager and other project officers to successfully implement all aspects of the project
* Ensure compliance with all internal procedures and donor requirements
* Monitor project budgets and ensure that all relevant financial procedures are complied with
* Consolidating field data and reports for reporting purposes
* Prepare internal monthly financial and narrative reports to senior management
* Support the effective monitoring and evaluation of project outcomes and outputs
* Support partner organizations and community representatives to report on project activities
* Collaborate effectively with colleagues and local partners to achieve project objectives
* Ensure Safeguarding at all levels of project implementation.
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| **Key Relationships:** | **Internal*** Project Manager (Line Manager)
* Program Coordinator
* Senior Finance Officer
* Finance and Admin Manager
* HR, Admin & Procurement Coordinator

**External*** NGO Partners
* Co-Implementing Partner
* Donor to the project
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| **Knowledge, Experience and Other Requirements** | **Essential*** A degree in a relevant field such as Agriculture, Rural Development, Environmental Science and Public Health, or equivalent
* Knowledge and experience of the challenges facing communities living in poverty
* Proven skills in data collection, reporting and budget management
* Proficiency in Microsoft Excel and Word is required
* Effective interpersonal and communication skills is required
* Must be a good team player
* Strong research and analysis skills – both desk-based and field research

**Desirable** * Fluent in written and spoken English, with ability to speak at least 1 other local language.
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| **Application procedure:** | <https://selfhelpafrica.org/ie/category/careers/careers-west-africa/> 1. Please download the Job description
2. Please upload a completed Application Form, CV and cover letter outlining your suitability for the role.
3. Email title must be same as the position you are applying for and the location of the position.
4. In the cover letter (not more than 2 pages), please ensure to explain the following:
* Why you are applying for the position
* How do your skills and experiences meet the job’s specification
* When will you be able to take up the position if successful.
1. The deadline for this application is **23:59 on Monday 15th July 2024.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.
2. **Self Help Africa/United Purpose is an equal opportunities employer and will never ask for funds as part of the recruitment process.** ***Female candidates who meet these qualifications are highly encouraged to apply.***
3. **Report Fraud at**[**https://wrs.expolink.co.uk/selfhelpafrica**](https://wrs.expolink.co.uk/selfhelpafrica)
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All candidates offered a job with Self Help Africa / United Purpose 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 opportunities employer.**