**JOB DESCRIPTION**

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| **JD Unique ID** | 82323  |
| **Job Title:** | Capacity Development Officer - Youth in Work Project |
| **Company/Employer:** | Self Help Africa |
| **Location:** | Kano State |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period:** | 15 months (subject to donor contract) |
| **Remuneration:** | ₦6.5m to ₦8.8m annual gross |
| **Reports to:** | Capacity Development Coordinator |
| **Organisation Overview:** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  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, 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-changingWorld.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Project Description** | SHA is partnering with the World Food Programme to implement the **Strengthening Food Systems project to Promote Increased Value Chain Employment Opportunities for the Youth in Kano State**. 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 (training of trainers, implementation of business model design and establishing linkages to additional business development services), foster strong, collaborative relationships with partner institutions and additional business development service providers to increase participants access to markets and income. The job holder will oversee implementation of trainings and provision of additional business development services to Medium, Small and Micro Enterprise (MSME) and ensure all project activities are planned and delivered according to donor and SHA standards.  |
| **Key Responsibilities** | **Participants Profiling and Capacity Strengthening** * Support mapping, mobilisation and profiling of programme participants at inception using set criteria in clustering.
* Support strategic capacity development plan, in line with the project activity implementation Plan and SHA operational guidelines.
* Lead Business model design for enterprise development and facilitate the development of simplified/easy to use training resources.
* Implement, monitor and evaluate capacity building strategies for increased effectiveness of Enterprise Development Systems.
* Ensure quality delivery of entrepreneurship training and capacity building activities in the project, including adequacy and suitability of training modules.
* Oversee capacity development implementation (Training of Trainers) and work closely with the Capacity Development Coordinator on the overall capacity development strategy for the project.
* Support the capacity development of community level project staff including Business Facilitators, Enumerators etc. providing tailored trainings and hands-on mentorship.

**Effective Collaboration, Representation and Project Quality Assurance*** Organise and foster strong, collaborative relationships with partner institutions and additional business development service providers.
* Represent organisation where needed, including at technical meetings as well as state clusters on capacity development.
* Ensure capacity development quality assurance and oversight, which includes regular field visits in Kano State.
* Develop monthly, quarterly and annual progress reports and report to the Capacity Building Coordinator according to set format on the progress of work plan objectives and activities.

**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 established feedback, complaints and response mechanism across implementation communities to ensure programmatic and operational decisions are informed by local perspectives and priorities, and contribute to the protection of programme participants at the LGA level.

**Accountability** In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS), the job holder will: * 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:** Global Enterprise Advisor**,** Programme, Monitoring Evaluation Accountability and Learning, Finance & Admin, Procurement, HR & Admin, Security and Communications teams.**External:** Training and Development Providers, Partner Organisations, Professional Networks, Community Stakeholders, Consultants and Subject Matter Experts, Relevant Government Agencies, Educational Institutions. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:** * University degree in Agribusiness, Business Administration, Economics, or any other related social sciences.
* ICT operation, and proficiency in MS Office.
* Minimum of 4 years related working experience in the development sector/INGO/NGO/Social Enterprise, specifically on projects focused on capacity development and/or learner-centred training methodologies and coaching.
* Familiarity with the local context and communities in Kano State.

**Experience and Skills:*** Excellent coordination skills (and ability to coordinate several tasks at once and managing priorities).
* Effective communication, problem solving and decision-making.
* Respect for cultural diversity and gender sensitivity.
* Safeguarding (child protection, PSEA, GBV prevention & response).
* Monitoring, evaluation, accountability and learning.
* Communication, networking, facilitation and mobilisation.
* Organisational development.
* Reporting and documentation.

**Desirable** **•** Gender and intercultural sensitivity. • Positive outlook and team spirit. • Adaptable and responsive disposition relative to the demands of the Project.• Women are strongly advised to apply.**Language Requirements:** Excellent written and oral proficiency in English and Hausa language is required. |

**Application Procedure:**

Fill and send the attached Self Help Africa form and 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

The deadline for this application is **29th September 2025.** You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

*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*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *and*[*Child and Adult Safeguarding Policy*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf)*, 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.*

*Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!*

**Self Help Africa strives to be an equal opportunities employer**