# JOB DESCRIPTION

**Job Title:** Deputy **Sustainable Agriculture Advisor**

**Reporting To:** Sustainable Agriculture Advisor (SAA)

**Location/Place of Work:** Self Help Africa country of operation

**Type of Contract:** Fulltime

**Salary Range:** Commensurate with experience

## Purpose of the Role:

Self Help Africa is committed to technical excellence, improving programme quality across the organisation and becoming a leader in innovative development practice. The purpose of this post is to support the Sustainable Agriculture Advisor in Head Office in the improvement of programme quality across the whole organisation ensuring excellence in programme design and implementation and success in proposal submissions as well as improving support to and learning from sustainable agriculture practices and approaches.

Under the leadership of the Sustainable Agriculture Advisor, this post will explore and advise on best practice within SHA and experiences from other development actors to ensure programmes across all Self Help Africa countries are providing effective advice and support that promote agriculture practices, approaches and technologies that in both the short and medium-to-long term increase sustainable agricultural productivity, promote economic viability and lower environmental and social costs for resource poor farmers. The post holder will encourage innovation and facilitate learning in this specific technical area ensuring these practices and technologies are low-cost, readily available and well-tested to facilitate adoption and dissemination to smallholders. This will mean advising, training and mentoring key programme staff in Self Help Africa’s countries of operation. Through close collaboration with the Sustainable Agriculture Advisor, Programme Quality Manager, the Programme Quality Team (PQT) and in close association with Programme staff at country level, this post plays a key hands-on role in developing Self Help Africa’s programming and will be critical to enabling greater credibility and a significant scale up of Self Help Africa’s work.

Main purpose of this role is to:

* Under the leadership of the Sustainable Agriculture Advisor, advise, train and support programme staff and partners on evolving good practice in sustainable agriculture for programme development.
* work with the Sustainable Agriculture Advisor and with the Programme Quality Team to develop programme policy and good practice guidelines, influence programme design and facilitate multi-stakeholder partnerships
* support the review and evaluation of Self Help Africa’s agriculture interventions and capture and share learning both internally and more widely within the sector
* support the programmes department in proposal development.

## Accountabilities & Responsibilities:

## Technical excellence: support Self Help Africa to develop policy and practice in sustainable agriculture

* Contribute to Self Help Africa’s learning and knowledge management by assisting the SAA in producing technical information and analysis for programme design and management, funding proposal development, research studies and to inform advocacy positions papers.
* Assist the SAA in developing and maintaining Self Help Africa’s knowledge bank and information on Sustainable Agriculture and contributing to other sections as and when appropriate.
* Assist the SAA in leading and contributing to developing policy documents in relation to the assigned technical area (both Self Help Africa documents and joint publications).
* Represent Self Help Africa in relevant regional/international communities of practice, networks and fora. Document and disseminate SHA experiences.

## Capacity Strengthening: Assess and strengthen the capacity of Self Help Africa field staff to effectively promote sustainable agriculture.

* Assist the SAA in guiding, advising and supporting field staff to implement sustainable agriculture approaches.
* Assist the SAA in supporting programme teams assessments and proposal development related to sustainable agriculture
* Assist the SAA in developing annual plans for capacity strengthening of country office programme staff - detailing methods, budgets, deliverables and timetables
* Assist the SAA in working closely with country offices to strengthen field staff capacity to collect, interpret, and use data to improve programme quality, build a body of evidence and inform advocacy
* Assist the SAA in engaging in monitoring exercises and priority evaluations as required. Contribute to Self Help Africa’s measurement and reporting on the impact of its work against organisational and programme objectives
* Contribute to effective working relationships with key external sources of technical expertise for capacity building. Play a role in the identification and engagement of additional expertise as required.

## Programme Quality Team: Work effectively with the Sustainable Agriculture Advisor and the PQT to support Self Help Africa’s organisational development

* Agree annual workplans with Sustainable Agriculture Advisor and Programme Quality Manager
* Work together with the other members of the Programme Quality Team on improving technical excellence and impact of all Self Help Africa programmes.
* Assist the SAA to ensure Sustainable Agricultural practices are in line with SHA policies on partnership and participation; inclusion (including gender and HIV/AIDS targeting); and environment (natural resource management and adaptation to climate change). Make recommendations to improve where applicable.
* Contribute to annual reports of the Programme Quality Team and on the performance of Self Help Africa

## Other

* Any other projects or duties as directed by Programmes Director or CEO

## Pre-requisites (to entail person specification, academic qualifications and experience):

*In order to succeed in this role, it is expected that you will have:*

* Masters in agriculture, rural development, social or development studies or a related discipline
* At least 10 years’ experience of working in rural development projects/programmes in Africa with Sustainable Agriculture related functions
* Very good knowledge and experience of programme cycle management
* Extensive experience in report writing for funding agencies
* Strong research, evaluation and analytical skills
* Experience in using participatory approaches in project design, monitoring and evaluation
* Excellent written English essential, French desirable
* Computer literate (particularly Word, Excel and Powerpoint)
* Flexibility and the ability to work in a multi-cultural and diverse team
* Willing to travel up to 35% of the time
* Commitment to working with a value-based organisation
* Self motivated with good interpersonal and communication skills
* Good organisation, planning and management skills
* Ability to work under pressure

## Key relationships:

* Sustainable Agriculture Advisor - Line Manager
* Programme Quality Manager – Head of Team
* Other Technical Advisors within the PQT – Work in close coordination
* Programmes Director – Head of Department
* Programme Support Coordinators – Work in close coordination
* Country Directors/Heads of Programmes in African countries – Support/ joint working
* Partners/service providers – Establish and maintain effective working relations

## Area of Responsibility:

 Programme Section: Africa

## Expectations

It is expected that you will:

* Carry out these accountabilities within the operating and process frameworks that apply to the organisation of Self Help Africa.
* Work together with all your key internal and external stakeholders within and outside of the organisation.
* Exemplify the Self Help Africa Core Purpose & Values in practice.

*Self Help Africa is committed to equal employment opportunities and diversity*