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**JOB DESCRIPTION**

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| **Job Title:** | Project Officer | |
| **Company:** | Self Help Africa | |
| **Department:** | Programmes (Sustainable Livelihoods and Inclusive Markets for Refugees Project) | |
| **Reports to:** | Project Manager | |
| **Job Purpose:** | The purpose of the job is to facilitate the planning and implementation, monitoring and reporting of project activities directly with beneficiaries and other stakeholders. This includes technical backstopping and other support to beneficiary individuals, producer organisations and associations and other stakeholders like local CBOs/NGOs and private sector players, who are working with project beneficiaries | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Facilitate activity planning and implementation of plans with beneficiaries**   1. Sensitise communities on what the project will do, including project methodologies and approach. 2. Establish good relationship with local leaders and opinion leaders in the area. 3. Coordinate mobilization and scheduling of community and/or group meetings. 4. Facilitate participatory needs identification and problem analysis and planning exercises. 5. Make follow-ups to review progress on implementation of the plans. 6. Prepare reports on group and/or community planning processes in accordance with the project implementation plan. | * Community members understand of project objectives and processes * Roles and responsibilities of different actors are understood by all * High quality and timely implementation of activities |
| **R2**: **Liaison and linkage with government officials, local businesses, CBOs and other service providers within the project area.**   1. Promote linkages and cordial relationship with government officials and other NGOs 2. Identify public and private sector service providers within the project area whose services and activities may be useful to the project beneficiaries 3. Provide information to the beneficiary communities and groups on existing service providers and businesses in the area. 4. Support the PM in creating awareness on project activities and approach to government officials, businesses and NGOs in the project area. 5. Perform any other assignment that may be given to you regarding linkages and liaison with other NGOs, private sector and government. | * Effective linkages with local government officials, CBOs/NGOs, and private sector * Information on public and private sector services providers available to smallholder farmers * Local government officials and business understand project objectives and processes |
| **R3: Supporting institutional and business development for smallholder farmers and/or farmer groups**   1. Support groups formation and organisational development processes, including registration and development of constitutions and/or group rules 2. Training group members and leaders in group dynamics, Prepare and conduct producer organization and association profiling and capacity assessment to identify needs including training and input needs. 3. Develop and or improve training material 4. Lead in training in Good Agronomy Practical (GAPs), soil and water conservation, farming as a business, postharvest handling, VSLA and value addition and in accordance with the training curriculum agreed. 5. Train the refugees and host communities in nutrition education and including supporting them to establish permaculture/kitchen gardens. 6. Link farmers to market players including input providers, post-harvest equipment, suppliers, financial institutions, market information providers, and buyers. 7. Oversee the implementation of agro-input voucher system activity. 8. Lead organise farmers to engage seeds multiplication and local seeds business. 9. Strengthen bulking and collective marketing, 10. Contribute to the planning and carrying out exchange visits, conferences and farmer exhibitions on produce marketing. 11. Conduct regular crop performance monitoring and provide technical production advice to producer groups. 12. Conduct linkage of producers to market information providers. . | * Well organised producer groups and other business associations * Up-to date information on agricultural opportunities by smallholder farmers and community members * Market information services available for smallholder farmers. * Increased skills and knowledge of smallholder farmers. * Increased access to input and market participation for smallholder farmers. |
| **R4: Support the integration of women and other marginalised groups in project activities**   1. Sensitise communities on gender related issues. 2. Identify and promote measures to enhance the participation of women and other marginalised groups in project activities 3. Work with M&E coordinator to ensure gender concerns are manifested in the project M&E reports 4. Do any other duties assigned to you by your supervisor concerning the maximisation of women’s and other marginalised groups’ involvement in project activities, | * Inclusive project processes and outcomes * Gender and disability inclusive indicators |
| **R5: Monitoring, Evaluation, Accountability and Learning (MEAL)**   1. Implement project M&E plans with support from PM and M&E coordinator 2. Participate in data collection based on agreed M&E tools and processes as advised PM and M&E coordinator 3. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups. 4. Explore opportunities for positioning, innovation, upscaling and potential follow up projects | * Effective monitoring, reflection and evaluation system * Project reporting contribute to sector learning and SHA track-record externally. |
| **Key Relationships:** | **Internal**   * Project Manager, Project Officers, technical Coordinators & other project staff * Self Help Africa Uganda Country Programme Staff and administrative staff   **External**   * Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations | |
| **Qualifications/Other Requirements:** | * Minimum of Diploma in any field (preferably agriculture, extension, social sciences, agribusiness, business administration or related disciplines) * Demonstrated knowledge of community facilitation skills * Experience in participatory market system programming and value chain analysis/Development of different agricultural commodities * Understanding of key aspects of SHA development work; including food, nutrition and livelihood security and cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS); * Skills in training and facilitation of community processes, including organization and mobilization of communities and networking among different development partners such as youth groups, community-based organisations, government officers and SHA staff; * Outstanding communication, interpersonal and presentation skills management and organizational skills, including proficiency in computer packages especially with MSOffice and other related packages; * Commitment to international and humanitarian NGO codes, standards and practises; * High level of integrity and high standards of personal conduct;   **Desirable**   * Experience working in project geographical region * Experience working with farmer groups and private sector actors. | |
| **Role Competencies:** | * Excellent communication skills * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. | |