



INADES FORMATION KENYA

Open Position– Project Officer Livestock Value Chain

TERMS AND CONDITION:

Contract Duration: One Year (February 2024- Jan 2025) Probation period of 2 Months (Feb-March 2024) with a possibility of extension for 2 years.

Budget responsibility: None

Line Manager: The position reports to the Director of Programme.

Duties/Responsibilities

Overall

The Project Officer is responsible for the conceptualization, development and execution of the project activities at IFK Project areas in Machakos, Makueni, Kitui and Kajiado counties in line with the approved annual work plans.

The role will ensure that all the project activities outcome are aligned towards Inades Formation Kenya Strategic plan.

Other assignments/duties can be assigned for the accomplishment of the organizational mandate.

Project design and Implementation

- Working together with the project team develop quality project design and ensure that the project outcomes, outputs are in line with the approved project document and builds up to Inades Formation Kenya strategic plan.
- Promote compliance with donor requirements and regulations in project implementation.
- Promote the realization of quality outcomes from the set targets.
- Identify and manage project risks
- Enhance community participation in the project planning, implementation and monitoring
- Develop monthly activities and budget plans to be implemented as per approved work plan and ensure that all activities are on track with appropriate scheduling, quality and timeline.
- Build relationship and synergy with relevant staff to ensure all logistics and procurement processes are in conformity with Inades Formation Kenya policies, procedures and standards.
- Through the supervisor facilitate access to relevant and accurate information on the project to stakeholders including the government officers, target beneficiaries and funding agency.

Deliverables

- Technical lead in the component of Livestock Value Chain and ensure linkages with Donkey Welfare Project
- Responsible for the overall coordination & implementation of livestock value chain action plans in accordance to the annual work plan whilst maintaining the flexibility to shift priorities according to the changing context.
- Support in increasing production capacity for 33 established and registered livestock producer groups drawn from different households in Machakos, Makueni, Kitui and Kajiado Counties.
- Support selected farmers in establishment of 3 farmer-led learning demonstration centers on good livestock husbandry practices in Kitui, Machakos and Makueni Counties.
- Work towards enhanced breed diversity of the promoted species (chicken and dual-purpose goats) and input support in Machakos, Makueni and Kitui Counties.
- Ensure improved welfare of working donkeys and capacity empowerment of donkey owning groups in Machakos, Makueni and Kajiado Counties
- Ensure Livestock value chain stakeholders are identified and engaged through collaboration and partnerships.
- Ensure Six (6) livestock marketing committees are strengthened, and sustainable market linkages forged for the target beneficiaries
- Promote the realization of quality outcomes from the set targets.
- Ensure effective monitoring and reporting of change (evidencing).

Implement approved project budget and Workplans

- Develop and regularly update annual and quarterly project implementation plans and budgets.
- With support from the finance department, monitor expenditures to promote prudent budget management and adherence to approved budget.
- With support from the Management; promote compliance with relevant donor policies, contracts, and agreements.
- Participate in annual planning and budgeting processes
- Participation in drawing up of IFK Strategic Plans and operational Plans.

Project Evaluation, Monitoring Learning and Documentation

- Establish proper data management systems in accordance with the donor reporting requirements.
- Monitor the progress of project implementation and undertake corrective actions where necessary.
- Conduct regular and periodic Follow-up, monitoring and evaluation of the project performance and up-scaling of the appropriate technologies.
- Promote evidence -based programming.
- Develop quality and timely reports in accordance with donor guidelines and procedures. This includes (activity reports, monthly and quarterly, six months reports and annual reports) in line with the laid down requirements and Inades Formation Kenya standards.
- Enhance learning and knowledge management through documentation and profiling of Inades Formation Kenya work.

- Contribute to documentation and sharing of best practices with all stakeholders for learning and sustainability beyond the project phase.

Fundraising and Resources Mobilization

- Participate in responding to call for proposals.
- Undertake research on new areas of funding that resonate to the project component
- Responsible for the project expansion.

Required Qualification, Skills and Experience

Education:

- A university degree in Livestock/Animal production, or related qualification in Animal Resources.

Experience:

- At least three (3) years relevant professional working experience for non-profit organization/s.
- Experience in Livestock value chain management
- Demonstrated experience in working with local implementing partners.
- Experience writing reports and proposals is required.
- Previous experience conducting community trainings or presentations preferred
- Previous reporting and monitoring and evaluation experience preferred.

Knowledge/Skills:

- Excellent oral and written communication skills
- Proven track record on fundraising skills.
- Excellent Monitoring and evaluation skills.
- Excellent organizational and time management skills
- Excellent computer skills, in particular Microsoft Office
- Valid driving license

Language:

- Fluency in written and spoken English and Kiswahili.

How to apply

Submit your application: The Managing Director; inadesformation.kenya@inadesfo.net by **8th February 2024 CoB (5.00pm)**. **Email subject: IFK- PO- LVC -2024**

- ✓ A cover letter detailing how your candidature suits the position (max 1 page) and Gross Salary expectation in Kenya Shillings.
- ✓ A copy of Curriculum Vitae (CV) max. 3 pages

Note: Only shortlisted candidates will be contacted