



FARM AFRICA

JOB DESCRIPTION AND PERSONAL SPECIFICATION

JOB TITLE: Project Coordinator (PC)

PROJECT NAME: Accelerated Value Chain Development Project (ACVD) – Drought Tolerant Crops Value Chain

REPORTS TO: Programmes Manager

STAFF REPORTING TO POSTHOLDER: Driver, Business Development officer & Project Accountant/Administrator

LOCATION: Kisumu office hub with regular travel to the area of operation in Siaya, Busia and Kitui Counties

DURATION & HOURS: Fix term, full-time, renewable based on performance and availability of funds

PURPOSE OF THE ROLE

To manage the implementation, monitoring and reporting of Farm Africa - Kenya “*Feed The Future- Accelerated Value Chain Development Program – Drought Tolerant Crops Value Chain*” (AVCD) project. This position requires an experienced manager with strong technical skills in implementing complex agriculture projects in semi-arid areas and with a track record of production, marketing, product logistics, post-harvest handling, seed systems or similar, of drought resistant crops. A good level of competence with budgeting, quality reporting and work planning desired.

KEY TASKS AND RESPONSIBILITIES

- 1.1 To provide overall technical and operations leadership in delivery of Feed the Future: Accelerated Value Chain Development Program (AVCD) objectives on fostering improved access to Drought Tolerant Crops seed and Improved linkages to product markets
- 1.2 To manage the project in accordance with project documents, work plans and budgets and ensure that work is consistent with Farm Africa’s strategies and the conditions of donor contracts
- 1.3 Line management of the project staff and provide technical and operational backstopping while, on day to day basis, be directly engaged in practical elements of project implementation
- 1.4 To manage and nurture mutually beneficial partnerships with other stakeholders, including various service providers, Government departments, Local NGO’s and private sector companies.
- 1.5 To keep abreast of relevant changes in government policy that could affect the project and advise senior management accordingly
- 1.6 To play an active role as a member of the Farm Africa Kenya team.
- 1.7 To prepare monthly project budgets and work plans in line with Farm Africa’s planning process and schedules on timely basis
- 1.8 To prepare and submit quarterly narrative and financial reports in the standard format to the line manager with both internal and donor requirements
- 1.9 To ensure that financial management in the field office is in compliance with the basic standards contained in the Farm Africa finance procedures manual and donor requirements

- 1.10 In collaboration with the M&E team, to develop and implement a project monitoring and evaluation process, capturing project outcomes/impact and lessons learned.
- 1.11 In liaison with the programmes manager, participate in the recruitment of new staff/talent to the project team, including proper induction processes
- 1.12 To provide leadership to all project staff and develop effective team work and individual staff skills relevant to the project and the Farm Africa business plan.
- 1.13 To work efficiently together with ICRISAT and the AVCD program implementing partners while maintaining Farm Africa's values and achievement of objectives.
- 1.14 To carry out quarterly and end of project appraisals with all line-managed staff in line with Farm Africa staff appraisal system.
- 1.15 In consultation with the PM, to act as an ambassador, promoting the project and the work of Farm Africa, including hosting visitors, speaking at workshops, conferences and meeting donors and other officials as and when required
- 1.16 To ensure that the project contributes to, responds to and complies with all relevant agriculture sector policy developments.
- 1.17 To contribute to the development of Farm Africa policies and strategies related to smallholder climate smart agriculture.

To undertake any other duty as may be directed by the line manager or CD from time to time

PERSON SPECIFICATION	
<i>Essential</i>	<i>Desirable</i>
Education, qualifications & other knowledge	
<ul style="list-style-type: none"> • Bachelor degree in Agriculture, Agribusiness, Project Management or any other related field. • Knowledge of the development and policy environment in Kenya • Good understanding of the role of the private sector in value chains • Good understanding of how small scale producers can be linked to the private sector or markets for their produce 	<ul style="list-style-type: none"> • A Masters degree in a relevant field is an added advantage. • Knowledge & practical experience of farmer participatory research & the farmer field school approach • Previous private sector agriculture value chains and rural development experience
Experience	
<ul style="list-style-type: none"> • At least 5 years management experience with a private sector Agricultural actor and a strong value chains and market engagement focus 	At least 3 years field based experience implementing private sector and small holder projects in agriculture
Skills & abilities	
<ul style="list-style-type: none"> • Project management • Team building • Financial management • Agricultural value chains development • Participatory planning, monitoring & evaluation • Effective communication (both verbal & written) • Proposal & report writing 	<ul style="list-style-type: none"> • Negotiating & managing partner relationships • Field level training • Policy influencing • Fundraising • Capacity building of organisations & individuals
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Values

Farm Africa's values are very important to us as an employer and they are also very important to our employees. All prospective employees should take some time to carefully consider our values and how they fit with your own personal values before attending interview with Farm Africa.

Farm Africa seeks to employ those who believe, as we do, that **farmers can and will play a key role in achieving long-term rural prosperity in Africa** and who seek to deliver on those beliefs by:

- **being experts in our field**, delivering insightful/impactful evidence-based solutions
- **pushing boundaries**, being creative with new and old solutions
- **acting for the long term**, building relationships and delivering long-lasting change for farmers
- **working flexibly**, taking advantage of the most effective solutions, whether from the communities, private sector or government
- **sharing knowledge with others**, reaching more farmers than we do alone, ensuring effective technologies are widely accessed.