

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Senior Technical Specialist (STP) (Roster Purpose)

**REPORTS TO:** Programme Manager

**REPORTING TO POST HOLDER:** None

**LOCATION:** Addis Ababa, with frequent travel to project areas Bale and West Arsi zones

**DURATION:** Until April 2024; after successful probation period of 60 days (based on budgeted availability)

### FARM AFRICA

**Farm Africa** was founded in 1985, is international non-governmental organization working in Ethiopia since 1988. We drive agricultural and environmental change to improve lives. Our strategy has three pillars: agricultural expertise, management and preservation of ecosystems, and the power of business to drive prosperity. We believe Africa has the power to feed itself and are helping make this happen by establishing and spreading the best farming and forestry techniques so that poor farmers and herders have more food to feed their families and to sell. We help smallholders manage their natural resources sustainably so that they can withstand climate change challenges and shocks and ensure their families have enough food in the future as well as now. Farm Africa works in partnership with communities, government, local and international organizations, and the private sector to innovate, learn and share best practices for maximum impact of our projects.

### BACKGROUND

The purpose of the Senior Technical Specialist (STP) is to provide overall support to SHARE II program manager, Project coordinators and technical staffs in the day to day program/projects implementation. The STE is contributing to ensuring SHARE II programme and project is delivered to the highest standard of project donor contract's requirements, are compliant with GoE regulations, and achieve maximum possible macro and meso-level impacts as well as delivering value for money. The STP will work closely with the Program Manager, Senior technical staff and Project Coordinators to ensure that support functions are being delivered to a high standard and efficiently. The post holder coordinates and facilitates the delivery of support service functions to projects and ensuring that the use of these services is planned and delivered in a timely and efficient manner so that effective programme delivery can be ensured.

The position holder will have significant responsibilities in helping Programme Manager, Project Coordinators and other program staff to develop annual budgets and activity plans in line with donor contracts and Farm Africa internal financial policies and procedures. The STP will also be responsible for ensuring that donor and government progress and final reports are submitted on time, in the correct format. He/she will assist in planning and organizing quarterly projects/programme review meetings as well as the annual Project Progress Review (PPR).

## PURPOSE OF THE ROLE

The STP is responsible for implementation of the project undertaking project management, planning, implementation, playing leading role in internal and external project reporting, financial management, monitoring and evaluation of the project activities, outputs and impacts, coordination of activities among consortium organizations and liaising with government partners and the donor. Responsibilities involve ensuring the project activities of all consortium members are integrated effectively, and that all project relevant stakeholders at all levels are fully engaged.

## KEY RESPONSIBILITIES

### Key Responsibilities are;

- Provide hands-on support to PMs/PCs to ensure approved projects are delivered according to the contractual requirements of donors or other stakeholders.
- Participate in monitoring of project implementation with team members and other partners and give heads up on a regular basis to the MEL expert
- Feed into the monitoring and evaluation process and plans to ensure these will be very effective in assessing and recording progress and results in innovative work areas
- Lead the team in the preparation and submission of draft periodical activity reports.
- Liaise with other partner organizations and team members to ensure the timely submission of reports, and ensure their compliance with agreed MoUs.
- Support in compiling plans and reports as well as field visit reports.
- Assist in drafting and reviewing ToR for new recruitments and consultancy works.
- Attend various meetings as assigned by the Program Manager.
- Record minutes of meetings and report to the PM and other team members as necessary.
- Assist in project data collection and management of projects data base.
- Support in other tasks of the PM in the day to day program/project implementation
- Ensure procurements are done on time for each project as per the quarterly procurement plan and purchase request by closely working with the procurement section of the country and field offices.
- Ensure that the necessary and appropriate resources are available, on time, to meet planning and budgeting requirements, including sub-contractors and consultants
- Organize and facilitate trainings and events such as donor and high-level field visit programs, partners meetings, quarterly/annual partners review meetings, PPR, Q reviews, and workshops.
- Work with the finance team and the operational team in ensuring the preparation and submission accurate forecasting and review of monthly budget monitoring review (BMR),
- Work with the finance team and review BMR and report to the PM in budget tracking.
- Perform other duties as assigned by the line manager.

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.

| PERSON SPECIFICATION  |   |
|---|---|
| Essential   | Desirable   |
| <b>Education, qualifications &amp; other knowledge</b>  |   |
| MSc degree in Developmental Studies, Natural Resources Management, Livelihood Development and related disciplines   | Forestry, business development, Reliance building   |
| Good understanding in project design, implementation, M and E and financial management  |   |
| Fluent written and spoken Amharic and English   | Afaan Oromoo  |
| <b>Experience</b>   |   |
| Five years of work experience in programme management or senior technical support with donor, NGOs  | Experience working as a technical adviser or manager with NGOs  |
| Extensive practical experience of dealing with large donors' institutional environment  | Good knowledge and experience of major grant proposal, agreement and administration processes and major donor culture and pressures |
| Experience of project planning ,implementation and monitoring and evaluation  |   |
| <b>Skills &amp; abilities</b>   |   |
| Has a relaxed and open working style, works well individually as well as in a team; reliable at all times; proactive and imaginative  |   |
| Relationship building and management  | Including private sectors   |
| Network management and networking   |   |
| Highly literate and eloquent  |   |
| Teamwork skills and the ability to work in a multi partner approach   |   |
| Skills in gender based analysis and approaches  |   |
| Able to multitask and works well under pressure; negotiates and meets deadlines   |   |
| A commitment to excellent support internally and to partner organizations and stakeholders; has a positive attitude and always looks for solutions to problems and challenges |   |
| Excellent communicator – written and spoken   | Effective presentations   |
| Good computer skills  |   |

### Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDLED.** Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

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Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing [ethrecruitment@farmafrika.org](mailto:ethrecruitment@farmafrika.org) with the subject **Senior Technical Specialist (STP)** by **26 July 2021**. We will conduct the screening as we receive the applications.

**Only short-listed candidates will be contacted.**

*Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).*