



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Programme Support Officer (PSO), NSSID ET120

REPORTS TO: Program Manager

REPORTING TO POSTHOLDER: None

LOCATION: Addis Ababa, with frequent travel to field, Oromia, Central Ethiopia, South west Ethiopia, Amhara, Afar and Gambela regions.

DURATION & HOURS: Up to 30 June 2026 with the possibility of extension with a probation period of 60 working days

SALARY: 1122 GBP

PURPOSE OF THE ROLE

The purpose of the Programme Support Officer (PSO) is to provide overall support to the Program Manager, Project coordinators and technical staffs of Growth for the Future Program II in the regular management of the program/projects. The post holder will ensure that the program and projects are delivered in high standards and quality as per the agreed plan and proposal. He/she will ensure that the donor, government and Farm Africa compliances are met in the planning, implementation and reporting process of the program/projects. He/she ensure that the program/projects are delivered in an effective and efficient way.

The post holder will be responsible to assist Program Manager, Project Coordinators and other team members to develop annual budget and activity plans in line with donor contracts and Farm Africa internal financial policies and procedures. The PO will also be responsible to ensure that donor and government progress and final reports are prepared and submitted timely. He/she will also assist in organizing of quarterly projects/program review meetings as well as the annual Project Progress Review (PPR).

KEY TASKS & RESPONSIBILITIES

- ✎ Take part in the preparation of annual activity plan and budget for the program and projects
- ✎ Participate in the assessment, surveys or studies to identify needs/gaps, potentials, opportunities, results/impacts and lessons learnt of the projects
- ✎ Facilitate the procurement of goods and services to projects as per the policy and regulation of the organization and donor.
- ✎ Facilitate various trainings and workshops that will be conducted for the capacity building purpose
- ✎ Take part in organizing field visits review meetings such as partners and donor and other guests
- ✎ Record minutes of meetings and reports to the PM and other team members as necessary.
- ✎ Liaise with other partner organizations and team members to ensure the timely submission of reports, and ensure their compliance with agreed MoUs.
- ✎ Provide regular technical support and input to projects to be executed in line with the agreed workplan and budget



- Assist in project data collection and management of projects data base.
- Take part in the annual outcome monitoring survey together with other team members and partners
- Support in other tasks of the PM in the day-to-day program/project implementation
- Prepare and submit progress reports to be submitted to donor, government and Farm Africa.
- Participate in the development of case stories of the projects to gather and document best practices and lessons for future improvement/development
- Perform other duties as assigned by the Supervisor

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. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education & Qualifications	
BA degree or MSC in relevant discipline	Project management, Development, Economics, sociology, Rural development, Natural resource management and related
Good understanding in project design, planning, implementation, Monitoring and Evaluation and reporting.	Good understanding and ability on donor and government report writing and review
Good understanding of inclusive development in Ethiopia and knowledge on CSA , NRM, Value chain development, market linkage , access to finance and high value crops concepts	
Experience	
Six years for BA and Four years for Msc in program support work experience in program/project management in NGOs or governmental institutions.	Experience as a technical adviser for project/program management in governmental or non-governmental organizations.
Understand the sensitivity of compliances of donor, government and implementing organizations	Sensitive to deadline and flexibility to act promptly
Experience of project cycle management particularly project planning, implementation , monitoring and evaluation and quality report writing.	
Skills & Abilities	
Able to work in team and collaboration	
Sound interpersonal relationship and networking	
Proven communication internally and externally	
Skills in gender based analysis and approaches	



Able to perform multitasks and works well under pressure; 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	M&E systems

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:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) to <https://airtable.com/appC10anLBifkFwNd/shr0R6ilFLtsEFVeA> by **12 April 2025**

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).

About Farm Africa

Farm Africa is a leading charity that works in partnership with smallholder farmers and small businesses in eastern Africa to improve the quality, quantity and value of their produce, so that they can support their families with more resilient livelihoods. We build the positive case for farming in harmony with nature, so that increasing yields goes hand in hand with restoring ecosystems and biodiversity.

www.farmafrica.org

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