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Vacancies Announcement

1.

Position	Project Manager	Starting date	ASAP
Location	Makueni & Kitui Counties	Type of contract	Fixed term
Contract duration	4.5 months (non-renewable)	Number of positions	2 (Two)

About candle of Hope Foundation (COHF).

Candle of Hope Foundation (COHF) is multi-faceted women led organization that has been operational in Somaliland and Kenya since 2016 implementing humanitarian & development initiatives through community-initiated programs that enhance empowerment, sustainability and resilience. COHF has its main offices in Nairobi (Kenya), and Hargeisa (Somaliland). Candle of Hope Foundation was established in 2016 in Kenya and was registered as an NGO in November 1st 2016 under the Ministry of Devolution and National Planning and issued with a legal certificate number OP.218/051/16-178/10416. COHF is also registered in Somaliland under the Ministry of Planning and National Development and issued with a legal certificate number L.43.13.1039.2020MJ in January 1st 2017. The organisation has been operational in the two states since then promoting empowerment, sustainability and resilience by addressing the most pertinent issues affecting the vulnerable members of the communities.

Mission: Creating inclusive communities that can drive their development agenda through participatory, transformative and innovative approaches.

Vision: To be the lead organization promoting community driven development initiatives that enhances empowerment, sustainability and resilience.

Background and the positions Context

In the marginal agricultural areas like Makueni and Kitui Counties, consecutive below average rains have resulted in crop failure, according to the SRA. The October to December (OND) short rains is the main production season in marginal agricultural areas, accounting for 70 per cent of annual production. Yet, in over four consecutive seasons since 2021, many households did not plant, and among those who did, most

crops either wilted or failed to germinate, according to the Short Rains Assessment. Poor households in these areas also rely on livestock as a source of food and income, which has been challenged by the significant deterioration in livestock conditions and productivity as a result of the drought. Household purchasing power is expected to decline as agricultural labour opportunities remain low, the value of livestock declines, and staple food prices increase amid an imminent sixth season of poor rains and subsequent poor local production

Candle of Hope Foundation contracted as a Service Provider by FAO Kenya is going to implement a 4.5 months project in Makueni and Kitui Counties. This project will promote the transversal application of the Cash+ approach (cash transfer + livelihoods protection/rehabilitation activity) across all county projects. Cash+ is one of the humanitarian activities on which FAO has a clear added value, and for which through this programme we could draw results and lesson learned. This approach will provide individuals with cash assistance to meet their basic food needs while also providing inputs to support a path towards a sustainable livelihood during and after the cash assistance ends. In order to strengthen its technical and operational capacities in implementing this project, COHF is seeking a highly motivated Project Manager. S/he will work under the overall supervision of the Executive Director, the direct supervision of the Project Coordinator and in close collaboration with the relevant County Steering Committee (CSG) team members.

Duties and Responsibilities.

Under the overall supervision of the Head of Office, the direct supervision of the Project Coordinator, the Project Manager will perform the following tasks:-

- implement and coordinate all project activities ensuring efficient and quality project(s);
- establish and maintain close collaboration and working arrangements with national/international staff, experts and support personnel engaged in the project(s) and provide day to day support as needed;
- coordinate, prepare, update and manage the project(s) workplan(s), operational manuals(s) and information for planned deployment of short-term expertise and procurement actions, and monitor their implementation consistent with FAO rules and procedures, donor requirements and political/security constraints;
- manage beneficiary selection respecting FAO AAP commitments and follow up processes to ensure compliance with the criteria.
- keep track of the main milestones and activities and deliverables, with regards to the gender/age/geographical considerations in the outreach activities of the project and lead immediate corrective actions with the project team and partners to ensure effective and timely participation;
- coordinate the training activities addressing the enhancement of the capacities and service delivery of the related units of MoA and other partners.

- maintain effective relationships with and ensure the buy-in of project partners, beneficiaries and stakeholders including for example private sector organizations, associations and cooperatives, and identify and develop opportunities for partnership where possible;
- ensure familiarity and compliance with FAO commitments to Accountability to Affected Population including Prevention of Sexual Exploitation and Abuse guidelines and FAO Grievance Redressal Mechanism;
- organize, and prepare background information and updates on project progress (including achievements and bottlenecks) for regular project meetings;
- prepare project progress reports in line with donor requirements and FAO rules and procedures in a timely manner;
- ensure visibility of project activities and achievements in close collaboration with the reporting and communication team;
- contribute to the formulation of concept notes and/or project documents for relevant or follow up projects;
- Ensure the dissemination of information related to FAO Grievances/PSEA related information among affected communities and raising awareness on access to the dedicated channels of communication;
- Perform other related duties as required.

Required Skills and Experience

Education:

A Bachelor's degree in Economics, International Relations, Agricultural Sciences or other relevant field.

Experience:

At least 2 years of experience in developmental and/or resilience-building projects' implementation with at least 2 years in leading positions in relation to management and/or coordination of projects.

Language Requirements:

- Fluency in spoken and written English, Kiswahili and the local language.

Other:

- Excellent reporting and communication skills.
- Professional skills in standard computer applications.

2.

Position	Field Officer	Starting date	ASAP
Location	Kitui County	Type of contract	Fixed term
Contract duration	4.5 months (non-renewable)	Number of positions	1(one)

Role

The Field officer's key role will be to ensure successful implementation of the project in the mentioned areas where COHF will be implementing the projects activities.

Desired traits

Essential Character and Character traits Result oriented, values committed, self-motivated, accountable, good presentation skills and honest

Responsibilities

Under the overall supervision of the Project Coordinator and direct supervision of the Project Manager the Field Officer's responsibilities will include but not limited to the following:-

Support the village committees to conduct identification and selection of the targeted villages

Conduct mobilization and community awareness on the project at village and ward level
 Conduct farmer contact meetings and follow up meetings
 Facilitate the selection and recruitment of Lead farmers
 Provide training and support to Lead farmers and farmer groups on Good Agricultural Practices (GAP)

Supporting the identified beneficiaries on Kitchen gardening and other related technologies in close collaboration with County Agriculture officers
 Ensure that work plans, budgets, monthly reports, program monitoring and evaluation and other program reports are completed on time.
 Assess the Gaps and needs in the project implementation and discuss these needs with project Manager and management on a regular basis.
 Enhance linkage and connection to input suppliers and markets
 Undertake any other roles as assigned by the supervisor and Management

Requirements:

Knowledge, Skills, and Abilities

Good planning and organizational skills
 Tact and diplomacy in dealing with stuff related to work environment needs

Willingness to learn on the job and take strategic direction
Ability to work independently with minimum supervision

Minimum Requirement

Education and Experience

A bachelor's degree in a relevant field or Diploma in Agriculture with at least two years of experience

Experience in community mobilization and working with farmer groups will be an added advantage.

Strong written and verbal communications skills and demonstrable ability to deliver technical training

Fluency in Microsoft Excel and Word

How to Apply:

If you are up to the challenge, possess the necessary qualification and experience; please send a cover letter and your CV only quoting the job title on the email subject to comms@candleohopef.org cc info@candleohopef.org on or before 5th August 2023.