



Vacancy Announcement Project Officer – DIG Kenya

Overview

Under the umbrella of Agricultural Improvement Support Services (AGRISS), the Development in Gardening (DIG) programs' have been working to improve the nutrition and livelihoods of some of the world's most uniquely vulnerable people by teaching them to plant restorative gardens that grow health, wealth and a sense of belonging. Currently, DIG operates in Kenya, Uganda and Senegal.

DIG has been rooted in Western Kenya since 2012, supporting unique populations including people living with HIV/AIDS, people living with disabilities, women, families experiencing child malnourishment and other underserved communities. Over time, DIG has also built a community-driven model that addresses local challenges by leveraging climate-smart agriculture to improve agricultural diversity, organic practices and agri-business to support farmers, families and communities in building self-reliant food systems.

DIG is looking for a multitalented individual to fill in the position of Project Officer in Kenya that will oversee direct programming, administration, and team support for our programs in Suba North, Suba South and Ndhiwa Sub Counties in Homa Bay.

Job Summary

The Project Officer will be responsible for directly overseeing the program implementation in Homa Bay, Kenya while ensuring quality and efficiency. S/he will work closely with the DIG Kenya Program Director and the project team to ensure successful and efficient implementation. The anticipated start date for this position is September 2022.

Roles and responsibilities

Programming

- Oversee the implementation of DIG's Nutrition-Sensitive Farmer Field School and DIG's Priority Household Project that focuses on families with malnourished children
- Supervise DIG's Lead Facilitators and Lead Mentor Mothers in the direct implementation of DIGs programs
- In collaboration with the project team, communicate any challenges that may impede project success in time to DIG Kenya management
- Oversee and maintain all community records including reports, attendance sheets, expense reports, images, and monitoring forms from DIG Facilitators according to DIG Kenya standard operating procedures
- Represent DIG in relevant stakeholders' meetings
- Ensure quality and efficient implementation of DIG programs in Kenya

Capacity Building

- Regularly conduct staff training needs assessments to provide technical, administrative, and community outreach support to DIG facilitators
- Plan and execute staff capacity building on various topics based on identified needs and the existing Training-Of-Trainers (TOTs) curricula for DIG's Nutrition-Sensitive Farmer Field School Program and Priority Household Program.
- Provide support to DIG field staff at the field sites

Financial Planning and Reporting

- Work closely with the Kenya Program Director to prepare annual program budgets for financial requests to US DIG Headquarters
- Prepare monthly program budgets for financial requests to DIG Kenya
- Ensure efficient and timely financial reporting for DIG Headquarters and DIG Kenya by submitting activity, monthly and quarterly financial reports as per DIG schedule
- Prepare monthly progress reports
- Maintain community-level financial activities including capturing DIG farmers' community contribution as per DIGs timeline

Qualifications

Education and related experience

- At least a diploma in general agriculture or related field

- Minimum 2 years' working experience in a dynamic community-based agriculture project
- Proficient in basic computer skills, including PowerPoint, Word, Excel, etc.

Required skills

- Good communication skills
- Good report writing skills
- Effective in community and stakeholder mobilization
- Good organizational skills & detail-oriented
- Proficient in Luo
- Proficient in both verbal and written English
- Demonstrated success in working with local communities

Key behaviors

- Interpersonal and intellectual sensitivity
- Social and receptive to new ideas, cultures, communities and populations
- Active listener
- Proactive and ready to take initiative

Location: The successful candidate will move between field offices in Suba North, Suba South and Ndihiwa sub-counties, Homa Bay County, Kenya.

How to Apply: Please submit your application package that includes the following; a Covering Letter, CV, a copy of academic transcripts, and two professional reference letters to jobs@DIG.org.

Subject title should be named 'Application for Project Officer- Kenya. Applications will be accepted no later than 5th August 2022.

Application Process: The application process will be conducted in four stages;

Stage 1: Initial Application Package received by August 5th, 2022

Stage 2: Selected candidates will be contacted via e-mail and asked to submit a three-page writing sample following detailed instructions within two days of being contacted

Stage 3: Continued successful candidates will be invited to a 30-minute virtual interview

Stage 4: Final selected candidates will have an in-person interview at the DIG office and a field site in Homa Bay. Final candidate will be selected no later than September 1st, with an anticipated start date in September.