

CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION

Employee Name:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Field Officer

DEPARTMENT/PROJECT: Financial Literacy, Village Savings & Loans, Agri-Preneurship Trainings and Business Development Support Project

SUPERVISOR: Project Manager

LOCATION/DUTY STATION: Bungoma ; Kakamega; Siaya Counties

DATE OF EMPLOYMENT: June 2019

GRADE: E

JOB SCORE:

CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment

JOB SUMMARY & PURPOSE:

In consultation with the Project Manager, the Field Officer (FO) will oversee sensitization, recruitment and appropriate training of Community Based Resource Persons to enhance promotion of general livelihood of target households in the Project. The FO will also train Community Based Resource Persons (CBRP) on financial inclusion and maintain a proper Savings Group MIS database. In addition the FO will continuously support the Community Based Trainers to meet the project deliverables which includes training, building confidence of beneficiaries, identifying, planning and managing household income generation activities and relevant technical skill development among others.

Project Focus

The aim of the Training Project is to train 4,000 small holder famers on financial literacy training; train 6,000 sweet potatoes famers on Village Savings and Loans Associations (VSLAs) to enable them start and run VSLAs; conduct Agri- preneurship training to 250 vine multipliers, 1375 sweet potatoes small holder famers and 125 managers in up and down stream enterprises along the Dairy and Sweet potatoes value chain; and identify 200 commercial smallholders' farmers for close mentorship and coaching in Agri- preneurship.

RESPONSIBILITIES AND TASKS:

R1. Mobilize Community towards project activities.

- Create awareness creation on project goal, objectives and expected outputs.
- Facilitate development of community structures for managing the implementation of project activities.
- Facilitate recruitment and training of Community Based Resource Persons and Beneficiaries.
- Provide continuous re-orientation and training to Community Based Resource Persons and Beneficiaries on topical areas relevant to Financial Literacy, Village Savings & Loans, Agri-Preneurship Trainings and Business Development Support project implementation.

R2: Training of project Participants

- Facilitate identification and sensitization and training of participant Beneficiaries on areas relevant to the project.
- Provide technical support to Community Based Trainers and participating beneficiaries on Value Chain selection, planning and management and guidance in facilitating linkages to market (input and output) improvement.
- Facilitate linkage of Value Chain IGAs inputs and output service providers to suppliers , buyers and other relevant support
- Facilitate institutional development of community institutions to enhance collective action and negotiation.

R3: Monitoring of Project activities and reporting

- Facilitate joint planning and review meetings with the participating Beneficiaries.
- Maintain appropriate data on project implementation as per the project monitoring and evaluation plan.
- Compile reports as and when necessary.

R4: Management of Project Resources

- Facilitate procurement planning of Beneficiaries Trainings materials.
- Undertake proper maintenance and use assigned resources.
- Coordinate CBTs in the County.

CONTACTS/KEY RELATIONSHIPS (internal & external):

Internally: Sector staff

Externally: Project stakeholders-Donors, GOK, other INGOs/NGOs, private sector – especially commercial financial institutions, input suppliers, output market points and service providers.

QUALIFICATIONS:

Experience: At least 2 years' field experience in livelihood development or financial inclusion and capacity building using participatory techniques.

Qualifications

- Bachelor degree in social science or Bachelor of business/ Commerce, Community Development
- At least 2 years work experience in Community development/ Business development/ or Livelihoods/or Value Chain development programming

Competencies

- A grasp of socio cultural economic issues with respect to poverty, savings, and enterprise development in rural settings
- Business Development knowledge
- Diplomacy, tact and negotiating skills
- Training/coaching/mentoring/ Facilitation skills
- The ability to work independently, think innovatively and strategically and work effectively within a team
- Fluency in written and spoken English
- Ability to speak the local language
- Excellent verbal and written communication skills
- Ability to work under pressure and deadlines

- Knowledge of participatory approaches

Job location and Working Conditions

This position will be based in assigned County – Bungoma, Kakamega; or Siaya.

Contacts/Key Relationships

Relevant County Government Ministries in assigned County – Bungoma, Kakamega; or Siaya.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____