

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: **Food Security and Nutrition Officer**

DEPARTMENT/PROJECT: Emergency Assistance for Drought Affected Households through Cash Transfer Programming in Marsabit County

SUPERVISOR: Team Leader, Marsabit & Draught Emergency Coordinator

LOCATION/DUTY STATION: Laisamis Sub County, Marsabit Kenya

DATE OF EMPLOYMENT: Immediate

GRADE: F

JOB SCORE:

I: JOB SUMMARY & PURPOSE:

Reporting to the Emergency Coordinator the officer will be responsible for field-level implementation of the CARE International Kenya cash transfer programme, including coordination with county government, programme partners, beneficiary communities, and other organizations. He/She will represent CARE at field level and ensure the smooth implementation of quality programming that meets the immediate needs of the drought affected communities in Laisamis Sub County of Marsabit.

II: TASKS AND RESPONSIBILITIES.

R 1: Coordinate Cash Transfer Programme Implementation

- 1.1. Lead in coordination of beneficiary vulnerability assessment processes, profiling and confirming final beneficiaries targeted for the intervention
- 1.2 Apply technical knowledge and skills to implement and/or assist in delivery of program activities
- 1.3 Promptly identify and recommend solutions on technical issues for CTP
- 1.4 Monitor progress against program work plan; promptly identifying any current or potential delays and in discussion with supervisor, identify and implement mitigating actions
- 1.5 Prepare Purchase Requests for program supplies/activities and coordinate procurement planning and requesting for cash based programming and nutrition activities
- 1.6 Work with and provide timely technical support to the implementing partner; maintain respectful and constructive relations with partner staff
- 1.7 Fully comply with CARE safety and security procedures and provide input to security monitoring and assessments to enable and promote a safe and secure environment for program implementation
- 1.8 Identify beneficiary communities

R 2: Coordination & Representation

- 2.1 Participate in liaison, coordination, and information sharing activities with county government, national NGOs, international organizations, local CSOs, donors and communities
- 2.2 Work collaboratively with CARE procurement and finance staff as required to process Purchase Requests for the Cash Transfer Program

R3: WORK SUPERVISION

- 3.1 Develop progress reports to the supervisor and donor reports timely and ensuring quality
- 3.2 Participates in writing sectors monthly SITREP reports and the weekly highlights
- 3.3 Supervision of the cash transfer program
- 3.4 Carry out any other related responsibilities as would be assigned by the Emergency coordinator.
- 3.5 Other relevant duties assigned by the supervisor

R4: REPORTING

- 4.1 Document and disseminate best practices on CTP and other meetings in field level as may be required.
- 4.2 Prepare monthly and circumstantial reports to the supervisor
- 4.3 Participates in writing sectors monthly SITREP reports and the weekly highlights
- 4.5 Other relevant duties assigned by the supervisor (s)
- 4.5 Occasionally, act for the Water Engineer.
- 4.6 Ensure all monitoring activities are fully documented, including systematic and timely data collection for beneficiary questionnaires, regular market monitoring, post-distribution surveys, and vendor spot-checks
- 4.6 Produce/contribute to CARE and donor reports as per set schedules (monthly, quarterly and annually) on grant activities, indicators and achievements.
- 4.7 Assist in the collection of data, assessments and proposal development for the sector.

III: AUTHORITY:

1. Spending Authority:
2. Supervision:
3. **Decision Making:**

General

- a) Recommend for disciplinary action or reward for direct supervisees.
- b) Certification of completed jobs / works for purposes of preparation of payments to vendors /contractors

Financial

As may be assigned from time to time by the supervisor (s)

IV: CONTACTS/KEY RELATIONSHIPS (internal & external):

Relate to other sector officers with implementing partner, other food security officers in Laisamis Sub County. Attend inter sector and inter agency meetings.

V: WORKING CONDITIONS:

The position is based at Laisamis Sub County of Marsabit County. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities.

Road movement to and from work station to Laisamis Sub County. Strict adherence to security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy. The incumbent will be required to travel to Nairobi office and perform official responsibilities as will be required.

The incumbent shall reside in Laisamis, Sub County while executing official duties and shall obey and adhere to security regulations.

VI: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Bachelor of Arts or Science in Social Science, Economics, Agriculture, Food Security, Public Health, or related field
- At least 3 years of experience implementing cash transfer, cash for work, or voucher programs, preferably in a humanitarian or emergency context. Additional technical experience in enterprise development, agricultural labor market strengthening, and value-chain or market analysis highly preferred.
- Proven abilities in developing program implementation plans and working collaboratively with community groups and partner organizations to successfully achieve programme objectives
- Demonstrated experience and capacity in conducting emergency assessments other field-level data collection, and experience analyzing field data and concisely reporting on results.
- Strong ability to work independently, organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- INGO experience preferred
- Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Fluency in English and Swahili

Competencies:

Staff Development, Team player, Management, Analytical, Leadership, Communication, Learning\innovation, a willingness and stamina to work for long and odd hours and ability to work with minimal or no supervision are important assets to this job.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____