



Date of Issue: 27th October 2023

Field Officer Job Advertisement

Job Title: Field Officer (3 Posts)

Reports To: Project Coordinator

Job Station: Kakamega, Busia, Siaya, Kisii, Bungoma and Transzoia Counties

Direct Reports: Management

Terms: One Year Contract

Start Date: T/B/A

WHO WE ARE

Anglican Development Services Western (ADS-W) is a church-based development organization whose aim is to facilitate vulnerable and unprivileged rural communities in Western Kenya to realize sustainable socio-economic development. It is the development arm of the six (6) dioceses of the Anglican Church of Kenya in Western Province. These dioceses are: Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale. The organization was registered as a Company Limited by guarantee without share a capital in January 1997.

ADS Western's work is currently centered on five thematic areas namely, Food and Nutrition Security, Climate Change Adaptation and resilience, Health and Social Protection, Governance and advocacy and Organizational Development. In addition, ADS Western embraces adaptive programming in line with the dynamic and diverse nature of development work.

JOB PROFILE

Job Aim: ADS-W is seeking to recruit a suitable candidate for the Position of **FIELD OFFICER**. The position is to ensure effective Coordination of the Technical and Innovation Support Services.

Job Specification Technical Focus – As a field officer, the Position will serve as the technical lead for designing, implementing and monitoring all livelihoods diversification, value chain and marketing activities. Coordinate and collaborate with partners including private enterprises, Farmer Organisations and Agri – SMEs and NGOs working on





livelihood diversification to leverage project resources, avoid duplication of efforts and ensure complementarities, guide and monitor implementation of value chain activities with a focus on improving the performance of the selected value chains, improving productivity processing and input-output market enhancement. Provide technical guidance and capacity building trainings for implementing partners and local institutions.

Project goal- The project will contribute to the overall Goal which is “poverty reduction and improved livelihoods”. Overall, the approach is embodied in the three pillars: access to finance; value chain development and; programme embedded reflection and learning (PERL).

Roles and Responsibilities

The Field Officer will have the following roles and responsibilities:

- Ensure the successful implementation of project activities, including beneficiaries and stakeholders’ mobilization, planning for inception and entry engagements. Successful implementation should include on-going consultative processes with government and community involvement in all phases using a participatory approach
- Closely monitor progress on plans and activities under his/her responsibilities both of programme content and in terms of finances, analyses these results, formulates conclusions, and suggests improvement.
- Ensures timely compilation of quality narrative reports as per agreed reporting schedule.
- Initiate and Coordinate assessments and research to identify issues related to Value Chain Development and Access to Finance.
- Identify and plan for capacity building support for SMEs, cooperatives, stakeholders and communities.
- Work with M&E (Monitoring & Evaluation) and Communication Officer to Review the M&E framework and report accordingly.
- Write regular progress reports ensuring quality and timely submission. Ensure that the Consortium and its key stakeholders including the community groups (CIGs) have capacity for Lobby and Advocacy for Sustainable Agricultural practice.
- Facilitate linking and learning between all program stakeholders to enhance program quality.
- Identify bottlenecks and opportunities in the context of the project beneficiaries & stakeholders on a regular basis and act including escalating to the management for necessary actions.





- Work closely with the project coordinator, project accountant and support services department (eg procurement) to help prepare for monitoring of expenditure and tracking progress.
- Liaise with the Ministry of Agriculture, and other stakeholders in successful implementation of projects.
- Compile and document relevant information for collaborative activities and missions.

Qualifications and Experience

- Bachelor's Degree or equivalent (Diploma with 3 years' experience) in Agronomy, General Agriculture, Agricultural Economics, Agribusiness management or any other Degree in Agriculture from a University recognized by the Kenyan Commission for University Education.
- 3 years' experience with project design, development, management, and implementation of development-type projects. S/He should have experience in community participation and consultative-type projects.
- The Field Officer must have hands on experience in value chain-based projects, community-based saving and loaning mechanisms such as VSLAs, YSLAs.etc
- Knowledge & hands on experience in computer software's preferably Excel, MS word etc
- Experience in Report writing skills and oral communication skills.
- Able to communicate fluently in English, Swahili and local language

Key Competencies

- Training and capacity building skills
- Excellent Analytical skills
- Demonstrates initiative and proactiveness.
- Ability to work without supervision.
- Excellent organization skills, planning skills and orderliness.
- Ability to work under time pressure and adhere to strict timelines.
- Appreciation of project's host communities' culture, values, norms and diversity.

Compliance with Kenyan Laws

In adherence to the provisions of The Employment (Amendment) ACT, 2002, ADSW will require the successful candidate to submit clearance documents as outlined in chapter six of the Kenyan constitution.





Application procedure

Interested persons are kindly asked to send their applications by email only with email subject as **Field Officer -Your Name** providing the following documents **to reach us not later than 3rd November 2023 5.00 p.m.**

- ✦ Cover letter,
- ✦ Curriculum Vitae (CV)/Resume
- ✦ Three recommendation letters-one must be from a pastor of the church that you go to.

Addressed to

The Chief Executive Officer
ADS Western,
P.O Box 2830-50100 **Kakamega**
email to recruitment@adswestern.org

NB

- ✦ Canvassing will lead to disqualification.
- ✦ Only shortlisted applicants will be contacted.

