

### Job Description for Project Coordinator and Agronomist

EPTF, Economic Projects Transformational Facility is a Ministry of The Navigators Kenya that focuses on entrepreneurship development, which includes training, mentoring and Business Development Support Services with the view of transforming lives.

Our vision: **Empowered Kingdom minded Entrepreneurs Transforming Communities.**

<b>Position Title</b>	<b>Project Coordinator and Agronomist</b>
<b>Reporting to</b>	Programs Manager
<b>Location</b>	Machakos County and Mwala sub county
<b>Overall Responsibility</b>	Work closely with the Programs Manager and give oversight to the project officer in planning and implementation of the EPTF Projects and other EPTF programs in Machakos. As the agronomist; Mobilize and coordinate the implementation of the Climate Resilience and Adaptability Livelihoods Project; Farmer Training, Mentoring and Community Development Support, facilitate formation of Producer Association and setting up of Input Store.
<b>Personal Attributes:</b>	Born again Christian with a passion for growth and maturity in the Christian faith as well as moral uprightness.
<b>Education :</b>	A degree in Agriculture with Business related Subject, Development studies or Community Development. Specialization in both Crop and Livestock production a plus. Understanding of climate issues will be an added advantage
<b>Experience</b>	At least two years experience in a similar field. A learner passionate for community transformation, farming and entrepreneurship
<b>Key responsibilities</b>	
	<p><b>Project Coordinator [Machakos County]:</b></p> <ul style="list-style-type: none"> <li>▪ Provide technical, administrative &amp; logistical support for all project implementation activities in the county.</li> <li>▪ Develop and implement specific work plans related to the ongoing projects.</li> <li>▪ Implementation of the projects M&amp;E system ensuring clearly defined and measurable objectives, activities, and indicators to assess project implementation and results.(MIS)</li> <li>▪ Work with the Resource Mobilization Manager to maintain the existing partnerships and seek new partnerships for program sustainability.</li> <li>▪ Design and develop concept notes and work with the Resource Mobilization Manager to develop project proposals.</li> <li>▪ Prepare periodic project status reports including but not limited to weekly, monthly, quarterly and annual reports.</li> <li>▪ Organize for mentoring and business development support services (Business follow-up visits, linkage to markets, artisan training, apprenticeship and financial linkage) in the county.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Coordinate formation and running of Business clubs.</li> <li>▪ Initiate all official cash imprest requests in a timely manner and promptly account for such cash at the end of the activity.</li> <li>▪ Orient and train project officers on the use of reporting and M&amp;E tools</li> <li>▪ Safekeeping and handling of cash in project activities.</li> <li>▪ Market EPTF’s training, mentoring and business development programs</li> <li>▪ Identify opportunities for income generation in the region through Entrepreneurship trainings, mentoring and provision of other Business support services.</li> <li>▪ Any other duties as may be assigned from time to time by the management of EPTF.</li> </ul> <p><b>Agronomist Engagement [Climate Resilience and Adaptability Livelihoods]:</b> As the Agronomist in charge of the Climate Resilience and Adaptability Livelihoods [CRAL] Project, you will be expected to take the lead role in the project implementation process. This will entail the following essential project activities:</p> <ul style="list-style-type: none"> <li>▪ Liaising with other key project resources – Project team, management and other key stakeholders to ensure that project activities are undertaken as per the project schedules.</li> <li>▪ Mobilizing the community members for participation in the project and building in them a sense of community ownership for the project.</li> <li>▪ Work with identified subject matter experts to deliver training to the 100 Resource Poor Households in CRAL Project.</li> <li>▪ Work with the farmers in setting up a fully functional producers association and input store.</li> <li>▪ Work with the Producer Associations and other sector players to establish viable agricultural value chains.</li> <li>▪ Conduct regular field visits for the participating farmers and provide them with personal consultations as needed</li> <li>▪ Keep detailed field reports.</li> <li>▪ Work with other sector players in championing climate change adaptations policies, laws and organizational approaches at the county government level.</li> <li>▪ Other duties as may be assigned by your supervisor.</li> </ul>
<p><b>Skills &amp; Competencies:</b></p>	<ol style="list-style-type: none"> <li>1. Ability to work independently with minimal supervision, organize workloads, prioritize and meet deadlines</li> <li>2. Have leadership skills and experience</li> <li>3. Ability to communicate effectively both orally and in writing</li> <li>4. Be a team player</li> <li>5. Possess strong interpersonal skills, particularly in relation to dealing with, farmers, women and youth groups</li> <li>6. Apply variety of computer applications (Microsoft word, excel, PowerPoint, access)</li> </ol>

Qualified and interested candidate should send an application letter, attaching a CV [max. 3 pages] and academic testimonials in PDF format addressed to the Resource Mobilization Manager, email: [olive@eptf.org](mailto:olive@eptf.org) and CC to: [marykamore@eptf.org](mailto:marykamore@eptf.org) by **Friday the 19<sup>th</sup> January 2018.**