

Job Description for Project Officer-Kuresoi

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.**

Position Title	Project Officer
Reporting to	Project Coordinator
Location	Kuresoi North Sub - County.
Overall Responsibility	Work closely with the Project Coordinator as well as other project officers in planning and implementation of the EPTF Climate Resilience Adaptability Livelihoods Project as well as other EPTF programs in Nakuru County.
Personal Attributes:	Born again Christian with a passion for growth and maturity in the Christian faith as well as moral uprightness.
Education :	A degree in Agriculture with Business related Subject, Development studies or Community Development. Specialization & experience in both Crop and Livestock production a plus. Understanding of climate issues will be an added advantage
Experience :	At least two years experience in a similar field. A learner passionate for community transformation, farming and entrepreneurship
Key responsibilities	
	<ul style="list-style-type: none"> ▪ Providing technical & logistical support for all project implementation activities in Nakuru County. ▪ Work closely with the Program Coordinator and other key supporting staff in implementation of the CRAL project ▪ Design, develop and implement specific work plans related to the EPTF Climate Resilience Adaptability Livelihoods Project. ▪ Maintain the existing partnerships and seek new partnerships for program sustainability ▪ Write and submit periodic project reports. ▪ Initiate official cash imprest requests in a timely manner and promptly account for such cash at the end of the activity. ▪ Organize and coordinate stakeholder's forum and other project and

	<p>organizational related forums</p> <ul style="list-style-type: none"> ▪ Work with the Resource Poor Households throughout the implementation of activities under the CRAL Project. ▪ Organize and conduct trainings targeting the youth, men, women and People Living with Disability in Kuresoi North Sub County (Nakuru County) on Agricultural Technology and Land Management Skills. ▪ Organize for mentoring & follow up, other technical support and follow-up visits in Kuresoi North County. ▪ Continually come up with innovative and creative practices and mechanisms that will help in climate resilience and adaptation for the community. ▪ Market EPTF's training, mentoring, advocacy and capacity building programs ▪ Safe keeping and handling of cash in project activities. ▪ Any other duties as may be assigned from time to time
<p>Skills & Competencies:</p>	<ul style="list-style-type: none"> • Ability to work independently with minimal supervision, organize workloads, prioritize and meet deadlines • Ability to communicate effectively both orally and in writing • Be a team player • Understand financial budgeting and administrative tasks • Be familiar with concept development • Possess strong interpersonal skills, particularly in relation to dealing with farmers, youth & women groups • Passion and ability to support and develop people develop their full potential • Apply variety of computer applications (Microsoft word, excel, PowerPoint, access) • Knowledge on climate change adaptations

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 and CC to: marykamore@eptf.org by Friday the 19th January 2018.