

Job Announcement

GNI is an international humanitarian and development NGO in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC) established in 1991. GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in the areas of education, health service, income generation, local community mobilization, child rights protection, and sustainable development projects.

- Written applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **before 17th March 2023** to administration@goodneighbors.ke. If you have a publication or any other portfolio related to your job application kindly include it in your application or share a web link.
- Interviews shall be both oral and written. Please mention your expected salary on your cover letter. This is mandatory requirement.
- Note that only successful applicants will be notified of the interview

Terms of reference

Kenya Good Neighbors does not request, permit or accept any compensation, bribe, gift or otherwise before, during and after the recruitment process from any interested candidates for any Job opportunities advertised. If any person requests, permits or accepts any form of compensation from any candidate kindly report to gn.kenya.recruit@gmail.com.

All application information provided shall be only genuine and factual. Any forged documentation and erroneous information submitted and stated during the recruitment process are strictly not allowed and will result in disqualification from the recruitment process and blacklisting of the respective candidate[s] from any other job vacancy application for all eternity. If there's any fraud, corruption and forgery detected, the employment will result in immediate termination and shall be required to compensate the organization.

In case of any relation, be it as a family member or relative, with any Kenya Good Neighbors staff(s), Board of Director(s), partners and stakeholders, kindly disclose this fact in advance before recruitment. Rest assured this will not impact or affect the recruitment process in any way. However, in the event that the fact is discovered after successful employment, the employment will be terminated with immediate effect and necessary compensation to be made to the organization.

Kindly take note that the successfully hired candidate will be required to submit their Certificate of Good Conduct before contracting. Failure to which will lead to failure to contract.

() Please note that agreement above mentioned clause will be requested before the interview.*

GN Kenya is seeking **transparent, passionate and qualified** candidates to fill the following vacant positions:

- 1 PROJECT COORDINATOR (1)
 - 2 PROJECT MANAGER (1)
 - 3 AGRONOMY OFFICER (1)
 - 4 PROGRAM OFFICER (2)
 - 5 DRIVERS (4)
 - 6 COOK (1)
 - 7 PROCUREMENT (CONSTRUCTION) OFFICER (1)
 - 8 CAPACITY BUILDING OFFICER (1)
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1. PROJECT COORDINATOR (1 Position)

Location: Head Office in Ruiru, with frequent travel to project sites and other locations as required.

Employment Period: 1 year

Employee Category: Fixed Term Contract

Objective

The Project Coordinator will be responsible for managing and coordinating the implementation of the “an Income Generation Project strengthening the cooperative management system in Embu County, Kenya”. The project aims to increase the income of coffee farmers by improving their production capacity, enhancing their market access, and strengthening their cooperative.

Key Responsibilities

- Manage and coordinate the project implementation in collaboration with project partners and stakeholders.
- Coordinate with field staff, project partners, and other stakeholders to ensure the timely and effective implementation of project activities.
- Manage project budgets and resources, and ensure the effective use of funds.
- Input and manage daily financial data, including expenditure sheets, income statement, bank statement, and transaction in collaboration with Financial department of KGN.
- Monitor project progress and evaluate project outcomes against set targets.
- Ensure compliance with project requirements and regulations, including donor requirements.

- Prepare and submit a half-yearly report in Korean to the international headquarters and the donor, Korea International Cooperation Agency, twice a year.

Qualifications

- At least a Bachelor's degree in a relevant field such as Agriculture, Agricultural Economics, Development, or Social Economics Studies. A Master's degree is an advantage.
- At least 3 years of relevant experience in project management, including experience in managing agricultural development projects.
- Proven experience in managing budgets, project planning, and reporting.
- Experience in working with coffee farmers and knowledge of coffee value chain development is highly desirable.
- Strong leadership and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Excellent communication skills, both oral and written, in English. Fluency in Korean is an advantage.
- Strong analytical skills and attention to detail.
- Demonstrated ability to work under pressure and meet deadlines

2. PROJECT MANAGER (1 Position)

Location: Head Office in Ruiru, with frequent travel to project sites and other locations as required.

Employment Period: 1 year

Employee Category: Fixed Term Contract

Objective

The Project Manager will oversee the implementation of a coffee farmers income generation project, aimed at improving the livelihoods of small-scale coffee farmers in the target region. The Manager will work closely with project partners and stakeholders to ensure the successful delivery of project outcomes, including increased coffee yields, improved quality, and access to better markets, resulting in increased income for coffee farmers.

Key Responsibilities

- Manage and oversee the project implementation in collaboration with project partners and stakeholders.
- Coordinate with field staff, project partners, and other stakeholders to ensure the timely and effective implementation of project activities.
- Manage project budgets and resources, and ensure the effective use of funds.
- Monitor project progress and evaluate project outcomes against set targets.
- Develop and maintain relationships with project stakeholders, including coffee farmers, government officials, and market actors.

- Ensure compliance with project requirements and regulations, including donor requirements.
- Facilitate project learning and knowledge sharing among project staff, stakeholders, and partners.
- Prepare and submit a half-yearly report in Korean to the international headquarters and the donor, Korea International Cooperation Agency, twice a year.

Qualifications

- At least a Bachelor's degree in a relevant field such as Agriculture, Agricultural Economics, Development, or Social Economics Studies. A Master's degree is an advantage.
- At least 5 years of relevant experience in project management, including experience in managing agricultural development projects.
- Proven experience in managing budgets, project planning, and reporting.
- Experience in working with coffee farmers and knowledge of coffee value chain development is highly desirable.
- Strong leadership and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Excellent communication skills, both oral and written, in English. Fluency in Korean is an advantage.
- Strong analytical skills and attention to detail.
- Demonstrated ability to work under pressure and meet deadlines.

3. *AGRONOMY OFFICER (1 Position)*

Location: Embu County

Employment Period: 1 year

Employee Category: Fixed Term Contract

Objective

The Agronomist shall support the implementation of strategies that will enable cooperative farmers to achieve sustainable increases in coffee quality and yields

Key Responsibilities

- Sensitize cooperative leadership, smallholder coffee farmers and local stakeholders on the Good Neighbors coffee project work.
- Implement existing strategies to provide assigned cooperatives with agronomy training and with structured post-training farm visits to improve adoption.
- Train and advise farmers being assisted by the project on coffee agronomy best practices with the objective of helping them to improve coffee yields and quality.
- Train, mentor, coach and support assigned Farmer Trainers (TOTs) on all technical and operational aspects of their work and in relationship with farmers. This includes assisting them to set performance goals, continuous assessment of performance and giving feedback.

- Participate in the implementation of the defined project monitoring, measurement and evaluation activities that ensure accurate and consistent capture of data for project reporting and documenting of the impact of our work.
- Cultivate and manage good relationship with clients both at leadership and farmer levels as well as with key industry stakeholders and community leaders at local levels.
- Any other relevant tasks as assigned by the Program Director.

Qualifications

- Bachelor's degree in agriculture, agronomy, horticulture or related agricultural sciences.
- At least three years' professional experience – ideally in the private sector/NGO – in one or more of the following areas: coffee processing or agronomy; business or cooperative management; SME development; agriculture; training; extension services.
- Demonstrated good understanding of the Kenya coffee industry and especially the cooperatives sector.
- Possess an aptitude and skills for training adults in a field set up.
- Strong planning skills and ability to generate innovative solutions in highly dynamic work situations.
- Demonstrated ability to prepare and present well-written, cohesive analyses and reports.
- Strong interpersonal, collaborative and cross-cultural skills.
- Willingness to spend significant time in project implementation sites located in rural areas.

4. PROGRAM OFFICER (2 Positions)

Location: Head Office, Embu County

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Coordinate and implement day to day project activities with beneficiaries and partners in the field ensuring that technical quality and standards are considered and respected during project implementation.
- Provide regular and timely updates on progress and challenges to the Project Director and other team members.
- Keep records of all the project activity documents, in particular trainings participants list, completion certificates, attendance sheets, etc.
- Maintain good relationship with the project stakeholders
- Undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation.
- Any other duty that may be directed by the line manager.

Qualifications

- A university graduate/Diploma preferably in; Business Management, Environmental Management, Agribusiness, Agricultural Economics, Community Development studies or any other related course;
- At least one 1-year experience in community development projects
- Experience in agricultural value chains preferably coffee will be an added advantage
- Ability to work independently and as a member of a team to implement projects in collaboration with local partners to effectively meet project needs.
- Ability to work effectively with governmental and non-governmental organizations and local communities in carrying out project objectives.
- Excellent reporting skills and ability to relate sensitively to diverse groups in the community.
- Self-driven and able to deliver results with minimum supervision.
- Excellent computer skill and reporting
- *Excellent written and verbal communication skills (in English and Swahili) local dialect will be an added advantage.*

5. DRIVER (4 Positions)

Location: Any Regional office

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Provide safe transportation for all passengers in the vehicle.
- Respect and obey all traffic laws and also adhere to KGN vehicle policies and procedures.
- Maintain daily Vehicle log record that is mileage and purpose.
- Maintain cleanliness of the vehicle both inside and outside at all times.
- Security and safety of the vehicle should also be considered.
- Transportation of project visitors and beneficiaries as required by the project management.
- Provide assistance with loading and unloading of the car.
- Perform any other duties assigned to them e.g. grounds man and storekeeper duties

Qualifications

- Must be at least 28 years of age with experience of at least 5 years.
- Current driving license free from current endorsements and valid for all the classes of vehicles which the candidate is required to drive including lorry.

- Accident-free record within the last four (5) years.
- Experience in driving and familiarity through urban and rural terrain preferred.
- Demonstrated punctuality, attention to detail, professionalism, patience, good humor, flexibility, and overall positive attitude.
- Thorough knowledge of driving rules and regulations and be conversant with the Road Safety Code.
- Good communication and problem-solving skills.
- Oral and written English language fluency.
- Flexibility and adaptability to work under pressure

6. COOK (1 position)

Location: Head office (Ruiru)

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Prepare high quality meals and food items according to company recipe
- Monitoring supplies and re ordering stock as needed
- Ensuring cooking utensils are clean before each use
- Assisting colleagues to ensure that food preparation is completed in a timely manner
- Ensuring food health and safety regulations are followed

Qualifications

- High school certificate, certificate in hotel and hospitality
- Food handling certificate
- Sound knowledge of cooking methods and techniques
- Proven experience working as a cook
- Ability to follow recipes
- Ability to work in a team
- Effective communication

7. PROCUREMENT (CONSTRUCTION) OFFICER (1 Position)

Location: Kajiado

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Overseeing all the logistics of the construction of project
- Collaborate with engineers and architects to create an accurate budget and timeframe in which the project can be created.
- Oversee the construction of each project and coordinate the building, delivery of supplies, placement of workforce, hiring of subcontractors, etc.
- Ensure each project is completed on within the deadline and the set budget, and meets all local codes and regulations.
- Conducting site visits to inspect work, check materials and ensure staff are following health and safety guidelines
- Meeting regularly with clients, third parties and other managers to report on progress
- Regularly reviewing timings, budget, labor, risk and project plans to ensure work stays on track
- Working in an office and on a construction site.
- Preparing plans for the purchase of equipment, services, and supplies.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Support the project team in development of the Master Procurement Plan and contribute to regular updates of the plan in reference to annual project work plans.
- Ensure best procurement practices are observed at all times

Qualifications

- Must possess a Bachelor's degree in procurement / civil engineering and/or related field, as well as any required state licensing
- **Construction experience will be an added advantage**
- Certificate in Supply Chain Management and professional qualification in Supply Chain Management / Procurement will be an added advantage
- Proficiency in Microsoft Office
- Must be able to effectively and efficiently multitask
- Undertake any other task as may be assigned by immediate supervisor

8. CAPACITY BUILDING OFFICER (1 Position)

Location: Kajiado

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Conduct a capacity needs assessment of the team and communicate findings to the supervisor for action.

develop a capacity development plan and ensure its timely implementation.

- Work with Senior Officers to identify and propose priority training and capacity sessions staff and stakeholders.

Effectively manage all budget items related to trainings and capacity buildings to ensure spending is timely and in accordance with donor requirements.

- Work closely with Programme team and County team to develop and review appropriate training materials, guidance, and procedures for MNH personnel

Maintain clear records and data on all trainings and capacity building sessions while collaborating with Project Implementation Team

Build and maintain relationships with the County team, CHV and community stakeholders.

Lead on impact measurement and reporting

Active participation in implementation of project activities as needed

- Prepare activity and training reports for review by a senior officer and submission to the Programme director for approval.
- Conduct Outreach and Data quality Assessments
- Undertake any other task as may be assigned by immediate supervisor

Qualifications

- Possess a bachelor's Degree in Public health, community health or a health-related field
- Ability to create plans/tools for gathering learnings and insights
- Excellent communication/presentation skills, with the ability to write learning reports, synthesize information to create actionable insights and write and deliver presentations.

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