

Job Description – Project Officer

Job Title	Project Officer - Ajira Poa Project.
Duration of Position	34 Months
Positions	1
Position in the Organization	<p>The Project Officer position is field based within the ADS-NRR West Pokot Field Office as the main duty station supporting the implementation of the Ajira Poa! Project.</p> <p>This is a 34-month Danida funded project implemented jointly with a consortium of partners – including Dan Church Aid (DCA); County Governments of Nakuru, Nyandarua and West Pokot. Labour Market Partners and Kenyan-Danish Stakeholder Engagement: College of Career Guidance and Development; Growth Africa; Quercus Group and SMEDenmark. Youth organisations, including Youth Bunge, and Vocational Training Centres, relevant staff from County level Ministries of Youth, Gender, Culture, Sports and Social Services and private sector actors of different sizes and at various levels are other key stakeholders.</p> <p>ADS-NRR and partners designed Ajira Poa! to be a sustainable model for youth employment/self-employment through the provision of career counselling and various life skills reinforced by an integrated digital blended learning platform and supported by labour-market specific, public and private sector initiatives to help youth become more employable through the attainment of relevant skills. The three overarching outcomes are:</p> <ul style="list-style-type: none"> a) Skills development through improved outlook and motivation of 4,000 youth participants on prospects for the future and becoming self-sufficient, responsible members of society; b) Job creation through improved incomes and employment opportunities of 2,500 youth participants; and c) Successful youth-led businesses, creating employment for 1,500 youth participants. <p>The Project Officer will be the technical lead in the Ajira Poa! Project implementation in West Pokot.</p>
Immediate Supervisor	Head of Programmes
Manager for	Youth Empowerment & Career Centre Coordinators

Overall responsibilities of the job	<p>The overall objective of the post is for the holder to play the lead role in planning, implementation and reporting of all activities that enhance access to gainful and self-employment for the youth within the Ajira Poa! Project sites. The post holder is responsible for ensuring quality execution of career counselling, employment linkages, enterprise development and business incubation aspects of the project and giving quality assurance inputs to project reports generated by ADS-NRR. The post holder will provide support to the project staff and the youth as guided by the project work plan, the targets and the needs as they arise. The Project Officer will also be an integral part in supporting and facilitating innovative youth-driven initiatives in the project as well as representing ADS-NRR in field and county level meetings, and at national level when delegated to do so.</p>
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Main Tasks	Short Description
Project implementation and technical support.	<ul style="list-style-type: none"> • Manage and support Centre Coordinators in the implementation of youth empowerment initiatives that enhance access to gainful and self-employment through field based technical backstopping, training and accompaniment • Support and drive youth-targeted innovative initiatives through incubation programs and digital solutions • Manage the day to day implementation of the project at the field level; this entails development of detailed implementation plans, having a teaching and facilitative role, staff supervision as well as monitoring, evaluation and learning aspects of the project • Lead in ensuring the M&E system and plans are properly in place and operational for the project working closely with the M&E Officer. • Consolidate timely and high-quality project progress reports as per donor requirements; as well as regular updates on project progress to Head of Programmes and the Executive Director.
Project Management.	<ul style="list-style-type: none"> • Support collaboration and cross learning among ADS-NRR staff and partner staff through information sharing, exposure visits including active partner engagements. • Facilitate logistical arrangements for ADS-NRR staff, consultant field visits and donor visits to the project sites in close consultations with the Head of Programmes and other relevant programme staff. • Produce monthly projects progress reports to ADS-NRR on Ajira Poa! Perform any other responsibilities as determined and assigned by the Head of Programmes from time to time. • Participate in and support the baseline data establishment, midterm review and terminal evaluation for project • Line manage and supervise the assigned & relevant field level project staff. • Support project responsible staff in making timely procurement plans & budget forecast to ensure efficient cash flow for projects and to closely follow the budget utilization rate of the projects to provide regular feedback to the project staff and notify the Head of Programmes of any concerns or matters arising.
Partnership, Coordination & Representation.	<ul style="list-style-type: none"> • Manage and facilitate ADS-NRR partnership building initiatives relevant to Ajira Poa! Objectives of ADS-NRR at field level in close consultations with the Head of Programmes. This includes operational partnerships to the organization, and consortia partners, and other relevant I/NGO's, County Governments and Private Sector actors. • In consultation with the Head of Programme, represent ADS-NRR at different fora on County Level (Integrated Development Plans) coordination and other relevant fora and technical working groups.
Reporting and Communication	<ul style="list-style-type: none"> • Ensure that all financial and narrative reporting (internal and external) is completed in a timely and accurate manner (including quarterly reports covering systems and projects, donor reports, etc.) • Support in preparing communication materials (e.g. photos, case studies etc.) for submission to the donor and other stakeholders.