



ADVERTISEMENT FOR THE POSITION OF PROJECT OFFICER

1 POSITIONS:	BASED IN TURKANA COUNTY
JOB TITLE:	PROJECT OFFICER – DRA EMERGENCY
STATION:	ADS NORTH RIFT TURKANA COUNTY, LOKICHAR OFFICE
REPORTING TO:	EXECUTIVE DIRECTOR
TERM:	6 MONTHS
RELEASE DATE:	06/07/2022

ADS North Rift Region

Anglican Development Services (ADS) North Rift Region is the development arm of the Anglican Church of Kenya, Dioceses of Eldoret, Kitale and Kapsabet, Kapenguria and the Lodwar Missionary Area. Its programmes cover the six counties of the North Rift namely; Nandi, Uasin Gishu, Elgeyo-Marakwet, Trans Nzoia, West Pokot and Turkana with a mission to Build partnership with communities and enabling them to exercise their God-given potentials.

ADS-NRR is seeking to recruit a qualified and experienced Kenyan National for the following position: **Project Officer DRA Emergency** funded by **Tear Fund Netherlands (TFNL)** through **World Renew Kenya**. The position is based in Turkana County, and reports to The Executive Director based in Eldoret.

The main responsibilities:

- Coordinate the Community Based Disaster Response Committee Members training and ensure that they are properly functioning.
- Coordinate the survey, identification and selection of deserving beneficiaries for the project.
- Coordinate and ensure timely and appropriate food distribution of food supplies to selected project beneficiaries.
- Ensure a process that delivers timely and appropriate transfer of funds to ensure that a proper working relationship is developed and maintained between ADS, WRK, TF-NL, the community and other stakeholders.
- Ensure prudent management of other project finances as assigned.
- Manage logistical and administrative processes of projects, ensuring that goods are received, including handling any complications that may occur.
- Work closely with the procurement team to ensure that all procurement procedures are followed and all documents correctly presented.
- Ensure timely reports for all the projects are submitted to stakeholders.
- Supervise ADS North Rift Region disaster response staff and volunteers ensuring all staff under direct supervision are fully oriented to and comply with agency policies and procedures.
- Assist in the development of disaster response proposals and project plans.
- Conduct regular field assessments and monitoring visits
- Represent ADS North Rift at all disaster response related meetings and clusters in the county e.g. County Steering Group, Sub County Steering Group Forums, Technical Working Group meetings and any other assigned by the Supervisor

Qualifications & Essential Skills Requirement:

- Bachelor's degree in International Development, Disaster Risk Management, Climate Change Adaptation, Humanitarian Assistance, Organization Development or related field required.
- Minimum of 4 years professional experience in Humanitarian emergency response or related work.
- Previous experience in emergency response, cash transfer management and good understanding of humanitarian coordination structures is a pre requisite.
- Excellent written communications skills with proven experience in writing reports for a variety of donors; technical grant writing experience is essential.
- Disciplined, self-motivated work style; able to function competently and productively with little supervision.
- Professional, co-operative demeanor.
- Strong analytical thinker.
- Excellent organizational and communication skills with attention to details.
- Knowledge and proven experience adhering to humanitarian standards, SPHERE, People in Aid, etc.
- Demonstrated competency in various computer applications, especially MS Word, Excel, Access.
- Oral competency in Turkana and Swahili is essential

Application procedure

Suitable qualified and experienced individuals should submit applications enclosing a detailed curriculum Vitae (CV) copy of relevant academic and professional certificates/testimonials, recommendation letter from local pastor, copy of driving license and a copy of National Identity Card.

The CV must at the minimum provide details of the applicant's email address, day-time mobile telephone number, details of current employer, names and contacts of three (3) referees familiar with the applicant's professional background and experience.

Applications, addressed to the Human Resource Manager, may be hand-delivered to ADSNRR Headquarters offices in Eldoret, Kapsabet-Kisumu Road, Pioneer Estate, 200 meters from CITAM Church; send to ADS North Rift Region, P.O Box 6495-30100 **ELDORET** or email to info@adsnorthrift.org

Compliance Requirement

In accordance with The Employment (Amendment) Act, 2022, ADSNRR will require candidates it wishes to enter into written contract of service with to comply with Chapter Six of the Constitution by submitting mandatory compliance and clearance from the relevant entities.

For more details about the organization visit our website: www.adsnorthrift.org

The deadline for application is **5:00pm** of **18/07/2022**