

PROJECT COORDINATOR (PC) (1 POST): JOB REF: EHC/1670/2022

Kenya Livestock Commercialization Project (KeLCoP) is a six-year project that is jointly funded by the Government of Kenya (GOK) and the International Fund for Agricultural Development (IFAD) and beneficiary communities. The Financing Agreement entered into force on 5th March 2021. The completion date of the project shall be 31st March 2027 and the Financing Closing Date shall be 30th September 2027. The Project Goal is to Contribute to the Government's agriculture transformation Agenda of increasing rural small-scale farmers' incomes, food and nutrition security whereas the project development objective is to increase incomes of 110,000 poor livestock and pastoralist households, especially youth and women, in an environmentally friendly manner, in selected project areas of the 10 participating counties. The 10 participating counties are namely: Busia, Bungoma, Kakamega, Siaya, Nakuru, Trans Nzoia, Elgeyo Marakwet, Baringo Marsabit and Samburu.

The project is expected to directly benefit 110,000 households with a total number of 495,000 people. Of the total beneficiaries, direct women beneficiaries will be 54 per cent and 30 per cent will be youth beneficiaries. In addition, those specifically targeted for nutrition interventions will include 30 per cent of total households.

The State Department for Livestock wishes to recruit suitable candidates to fill the above position in Kenya Livestock Commercialisation Project (KeLCoP).

Job overview:

The Project Coordinator (PC) will head the PMCU and will provide the overall leadership in the Project implementation. He/she will: coordinate the day-to-day planning and execution of the project activities and ensure timely achievement of intended results; oversee and ensure timely procurement of works, goods and services (including training), preparation of AWB&P, procurement plans, project supervision and reviews and day to day monitoring of the project implementation; ensure timely project data capture and reporting; provide sound administration of project staff and project finances; promote harmonious and close working relationship between the project, the National and the County Governments; coordinate and ensure timely execution of activities assigned to partners and service providers; and promote good governance and participatory planning. He/she will be Secretary to Project Steering Committee (PSC). The work station will be at PMCU Nakuru but He/she will be expected to travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. The PC will be answerable to the Principal Secretary (PS), State Department for Livestock through the Director of Livestock Production for

the following duties and responsibilities, and will work closely with the County Project Coordinating Committees (CPCCs) and County Project Implementation Committees (CPITs):

A. Duties and Responsibilities:

- i. Overall coordination of the project management in accordance with the policies, procedures, and guidelines set forth in the Financing Agreement, Project design documents and Project Implementation Manual (PIM);
- ii. Coordinate the establishment of the County Project Technical Teams (CPTTs) and Sub-County Project Technical Teams (SCPTTs);
- iii. Oversee work performance of the PMCU staff, undertake their performance appraisals and performance evaluation and submit to PSC for decision making;
- iv. Oversee work performance of the CPITs and SCPITs and guide the evaluation of staff performance and submit to CPCC;
- v. Coordinate and work with relevant Government ministries and departments, County authorities, implementation partners, service providers, private sector, financing institutions including SACCOs, beneficiaries, Community Based Organizations (CBOs) and local communities to ensure smooth execution of the project activities;
- vi. Lead the Counties in developing a strong and water tight criteria in selecting the Sub counties and target beneficiaries to participate in project implementation;
- vii. Ensure the timely preparation, clearance and approval of consolidated AWP&Bs and Procurement Plans (PPs), and their execution in accordance with the overall Project objectives, PIM and IFAD regulations and guidelines, including fiduciary requirements;
- viii. Facilitate procurement process of all works, goods and services adhering to IFAD and GoK rules, procedures, and regulations;
- ix. Oversee and facilitate supervision of works contractors, goods suppliers and service providers for timely and quality execution of their responsibilities;
- x. Coordinate the preparation of payment requests for works, goods and services for submission to IFAD, through the National Treasury;
- xi. Develop parameters to ensure social inclusion of women, youth and vulnerable groups are identified in accordance to the design document and Project Implementation manual;
- xii. Sensitize implementation teams and partners on the project poverty targeting, youth and gender mainstreaming strategies and their rationale and implementation arrangements;

- xiii. Create and promote conducive work environment that promotes knowledge sharing and learning from experiences among members of the Project staff, County teams and those of the implementing partners and service providers, and participating Government institutions at the National and County levels;
- xiv. Develop synergy between project components as well as other IFAD financed projects to maximize the project's impact;
- xv. Create guidelines to ensure information is disseminated timely and appropriately to the County Coordination Bodies and authorities, the PSC, and IFAD in regard to Project-related activities;
- xvi. Control and monitor implementation of all project activities and on quarterly basis prepare and submit progress and performance reports to the GoK, IFAD, the Project Steering Committee and the County Coordination Committees, as per the design document;
- xvii. Manage with integrity and transparency the Project funds, monitor expenditures, submit to the PSC and responsible line agencies quarterly financial reports, oversee timely preparation of the project accounts, and audit of the Project accounts in line with the Project Financing Agreement (PFA);
- xviii. Develop parameters to ensure efficient achievement of Project's outputs and outcomes are as set forth in the Project-related documents;
- xix. Facilitate and support joint IFAD/GoK supervision and implementation support, follow-up, midterm and completion missions, and ensure that their recommendations are implemented fully and in a timely manner;
- xx. Build and maintain strong collaborative relationships with all project stakeholders (including beneficiaries), local networks and contacts and partner organizations, engaging them on a regular basis to integrate their feedback into the implementation and progress of the Project;
- xxi. Coordinate the scaling up of the technological packages promoted by the Project in coordination with IFAD, the CPCC and the PSC, and implementing Project partners;
- xxii. Ensure that the project activities are fully harmonized with the different Counties Integrated Development Plans (CIDPs);
- xxiii. Develop guidelines to ensure that the project activities do not duplicate activities of projects financed by other development partners operating in the same area covered by KeLCoP but are instead complementary;

- xxiv. Ensure that the Project's poverty alleviation, gender, youth, nutrition and environment strategies, as well as the natural resources management aspects are fully integrated into all features of Project planning, implementation, monitoring and evaluation;
- xxv. Any other duty and responsibilities that may be assigned by the PSC and PS.

B. Academic qualifications and other requirements for the Position:

a) Minimum Requirements

- i. A Bachelor's degree in Agriculture, Agricultural Economics, Animal Production, Animal Sciences, Social Sciences, or a related discipline relevant to livestock development.
- ii. A master's degree in Agriculture, Agricultural Economics, Animal Production, Animal Sciences, Project Planning and Management, Social Sciences, or any other relevant discipline.
- iii. Sound understanding of the Kenya's multi-level government systems (National and County Governments), their governance and administration modalities, their differences and linkages;
- iv. Fluent in English (written and spoken);
- v. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

b) Other requirements

- i. Post Graduate qualification in project management will be an added advantage
- ii. Excellent analytical skills, sound judgment, resourcefulness, ability to take initiatives, capacity to self-manage and ability to create a team-based, participatory work environment;
- iii. Skills in process facilitation, strategic planning, and partnership building;
- iv. Excellent understanding of the social, economic, political and historical trends underpinning poverty alleviation strategies and policy reform processes in Kenya;
- v. Adequate understanding of Kenya's diverse agro-ecological zones including the ASALs, their different agricultural systems and development needs;
- vi. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- vii. Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- viii. Good interpersonal and Communication skills;

- ix. Knowledge of computer packages.

Method of Application:

Candidates should submit their applications including scanned copies of academic and professional certificates, testimonials and updated detailed CV indicating current position, qualifications, Working experience, names of at least two (2) professional referees, remuneration and day time telephone number.

Applications clearly indicating job ref no. and position on the email subject should be emailed to recruitment@eaglehr.co.ke

Cover letter should be addressed to;

**The Chief Executive Officer, Eagle HR Consultants Ltd Western Heights, 10th
Floor, Karuna Road, Westlands P.O Box 33929 - 00 6 00. Tel: +254 700 769
770
Nairobi, KENYA**

Only applications submitted online via email will be considered and only shortlisted candidates will be contacted.

To reach on or before **2nd June, 2022 at 1700 hours** local time.