# MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT
# STATE DEPARTMENT FOR AGRICULTURE

**VACANCY ANNOUNCEMENTS**

**INTEGRATED NATURAL RESOURCES MANAGEMENT PROGRAMME (INReMP)**

**Publication Date: Tuesday, 17th February 2026**

**Application Deadline: Monday 9th March, 2026.**

**JOIN OUR TEAM: EXCITING CAREER OPPORTUNITIES IN INReMP**

The State Department for Agriculture, under the Ministry of Agriculture and Livestock Development, is implementing the Integrated Natural Resources Management Programme (INReMP). The Programme is co-financed by the Government of Kenya and the International Fund for Agricultural Development (IFAD), and aims to improve rural households' food, nutrition, and income security within a sustainable and climate-resilient ecosystem.

The Programme will be implemented in ten (10) counties across key catchment areas of Cherangany, Mau West, and Lake Victoria Basin. The National Programme Coordination and Management Offices will be based in **Eldoret City** and the Regional Office will be situated in **Kisumu City**.

The Ministry invites qualified, experienced, and dynamic individuals to apply for the following positions within **Regional Programme Coordination and Management Unit (RPCMU)** in **Kisumu**

**AVAILABLE POSITIONS:**

## 1. Position Title: Regional Programme Coordinator (1 Position)

**Duty Station: Regional PCMU - Kisumu**

**Reporting to: National Programme Coordinator**

### 1. Job Purpose

Reporting to the National INReMP Programme Coordinator, the Regional Programme Coordinator (RPC) will provide strategic leadership and oversight for implementation across counties within Mau West water tower and downstream counties in the region. The role will ensure alignment with programme objectives, county development plans, and stakeholder priorities. The Coordinator will lead regional planning, supervise technical teams, foster partnerships, and ensure compliance with donor and government regulations. The RPC will supervise regional technical and support staff, and collaborate with county government officials, County Programme Implementation Teams (CPITs) and Implementing Partners.

### 1. Key Responsibilities

#### A. Programme Coordination and Oversight

- Oversee day-to-day implementation of INReMP activities across counties in a region, ensuring alignment, coherence and responsiveness.
- Supervise regional technical and support staff, ensuring performance alignment and operational efficiency of the Programme.
- Facilitate regular coordination meetings with County Programme Implementation Teams (CPITs) and other stakeholders.

#### B. Planning, Budgeting, and Resource Management

- Lead in the implementation of Annual Work Plans and Budgets (AWPBs) at the regional level, ensuring timely delivery of outputs.
- Ensure compliance with IFAD and GoK regulations, including procurement, financial management, and safeguards

#### C. Stakeholder Engagement and Partnerships

- Foster strategic partnerships with county governments, civil society organizations, private sector actors, and community groups among others.

#### D. Risk Management, Safeguards, and Compliance

- Liaise with beneficiary communities to ensure inclusive participation and feedback integration.

- Provide guidance and support to regional technical specialists across agriculture, livestock, environment, and social inclusion.
- Ensure integration of cross-cutting themes (gender, youth, disability inclusion, climate resilience) in regional activities.

**E. Monitoring, Reporting, and Knowledge Sharing**

- Support monitoring and evaluation activities, including data collection, validation, and learning documentation.
- Monitor progress against regional targets, indicators, and milestones, identifying bottlenecks and proposing solutions.
- Prepare consolidated regional progress reports for submission to the Programme Coordination Unit.

**F. Other Duties**

- Any other responsibilities that may be assigned by the National Programme Coordinator.

**1. Academic Qualifications**

- A Master's degree in Agriculture, Agricultural Economics, Environment, Development Studies, Surveying, Project Management, Social Sciences, or any other relevant discipline from a recognized university.
- A Certificate in Strategic Leadership Development Programme or its equivalent from a recognized institution.

**2. Applicable Professional Experience**

- A minimum of ten (10) years of demonstratable experience in project management, with at least seven (7) years in a senior management role within GoK/Donor-funded programmes
- Lead the regional implementation of INReMP in alignment with the national Project Implementation Manual (PIM) and Annual Work Plans and Budgets (AWPBs).
- Coordinate with county governments, line ministries, and stakeholders to ensure integration of INReMP priorities into county planning.
- Supervise regional technical teams and provide guidance to county-level project staff.
- Able to undertake resource mapping, baseline data, land use planning, infrastructure support, boundary and tenure clarification, and assist in monitoring & evaluation of Programme activities.
- Knowledge of the working of devolved government systems and an understanding of multi-stakeholder coordination.
- Ensure timely preparation and submission of regional progress reports, budgets, and work plans.
- Solid familiarity with GoK/donor-funded procedures is an added advantage.

## 3. Competencies and Skills

- Strong leadership, team management, and strategic planning skills.
- Excellent negotiation, facilitation, and conflict resolution abilities.
- In-depth knowledge of natural resource management, climate-smart agriculture, and community-driven development.
- Proficiency in project planning, budgeting, and performance monitoring.
- Strong communication and stakeholder engagement skills.
- Strong fluency in Kiswahili, English and working understanding of local languages prevalent in the Programme region is an asset.

## 2. Position Title: Regional Programme Accountant (1 Position)

**Duty Station: Regional PCMU - Kisumu**

**Reporting to: Regional Programme Coordinator**

### 1. Job Purpose

The Regional Accountant will ensure sound financial management and accurate accounting for INReMP activities implemented across programme implementing counties. The role supports county implementation teams, ensures compliance with IFAD and GoK financial procedures, and contributes to timely reporting and budget execution. The Regional Accountant will play a key role in safeguarding programme resources and strengthening county-level financial accountability. Reports technically to the Financial Controller at National PCMU, reports administratively to the Regional Coordinator and will work closely with County Finance Officers, County Programme Implementation Teams (CPITs) and Implementing Partners.

### 1. Key Responsibilities

#### A. Financial Management and Accountability

- Process and record all financial transactions related to regional operations, ensuring accuracy and completeness.
- Maintain regional cash books, ledgers, and perform monthly bank reconciliations.
- Track regional expenditures against approved budgets and flag variances for management attention.
- Ensure financial forecasts are aligned with activity implementation schedules.
- Ensure all payments and financial transactions comply with IFAD guidelines, GoK Public Finance Management Act, and the Public Procurement and Disposal Act (PPADA) and relevant regulations.

#### B. Budgeting and Expenditure Tracking

- Support the preparation of regional components of the Annual Work Plans and Budgets (AWPBs).
- Maintain an organized and secure filing system for financial documents, including vouchers, contracts, and receipts.

#### C. Financial Reporting and Documentation

- Prepare monthly expenditure reports and timely fund requests to support ongoing activities.
- Prepare quarterly financial reports for submission to the PCMU, including variance analysis and fund utilization summaries.
- Conduct periodic spot checks and financial reviews to ensure proper record-keeping and internal controls.

**E. Capacity Building and Support to Counties**

- Train and mentor county finance teams on INReMP financial procedures, reporting formats, and donor compliance requirements.
- Support counties in preparing financial reports and reconciling project accounts.

**F. Other Duties**

- Any other responsibilities that may be assigned by the Regional Programme Coordinator.

**1. Academic Qualifications**

- An advanced degree in Accounting, Finance, or a related field from a recognized institution.
- Full professional accounting qualifications (CPA/ACCA or equivalent) and must be a qualified member of relevant professional body and in good standing

**2. Applicable Professional Experience**

- Minimum of 5 years of progressive accounting experience in GoK/Donor-funded Programmes/Projects.
- Experience working with county governments and familiarity with devolved financial systems.
- Hands-on experience with accounting software (e.g., QuickBooks, Sage, ERP systems).

**3. Competencies and Skills**

- Strong knowledge of IPSAS, PPADA, and donor financial management standards.
- Excellent analytical, documentation, and reporting skills.
- Proficiency in MS Excel and financial reporting tools.
- Ability to work independently, manage multiple tasks, and meet tight deadlines.
- High level of integrity, discretion, and commitment to transparency.

## 3. Position Title: Programme Assistant (1 Position)

**Duty Station: Regional PCMU Kisumu**

**Reporting to: Regional Programme Coordinator**

### 1. Job Purpose

The Programme Assistant (PA) will provide essential administrative, logistical, and coordination support to ensure efficient implementation of INReMP activities. The role facilitates smooth communication across project teams, implementing partners, and stakeholders, while ensuring proper documentation and operational readiness. The PA will contribute to the day-to-day functioning of the programme office and support planning, reporting, and stakeholder engagement processes. The Assistant reports directly to the Regional Programme Coordinator or a designated Technical Specialist and works closely with all Programme teams across all the components. The PA interacts with county government officials, Implementing Partners, the Donor Community and service providers.

### 1. Key Responsibilities

**A. Administrative and Office Management Support**

- Organize and support programme meetings, workshops, trainings, and field visits, including preparation of agendas, participant lists, attendance registers, and minutes.
- Maintain an efficient and well-organized filing system for programme documents in both hard copy and electronic formats, in line with GoK and IFAD record-keeping requirements.
- Handle official correspondence, scheduling, document circulation, and internal communications for the PMCU.
- Manage office supplies, stationery, and equipment inventory and ensure timely replenishment.

**B. Logistics, Travel and Operational Coordination**

- Coordinate travel arrangements for programme staff, consultants, and stakeholders, including transport, accommodation, and travel documentation.
- Support logistical arrangements for workshops, trainings, and field activities to ensure timely and cost-effective delivery of programme activities.

**C. Procurement and Asset Support**

- Support procurement processes by preparing and compiling documentation such as requisitions, requests for quotations, delivery notes, and related records, in accordance with IFAD and Government procurement guidelines.
- Assist in tracking deliveries, asset records, and proper filing of procurement documentation.

### D. Reporting, Documentation and Knowledge Management

- Assist in compiling programme reports, presentations, briefing notes, and other documentation required for management, IFAD supervision missions, and government reporting.
- Maintain up-to-date contact databases for stakeholders, partners, service providers, and implementing agencies.

### E. Monitoring, Evaluation and Data Support

- Support data collection, data entry, and basic data management for monitoring and evaluation (M&E) purposes.
- Assist in organizing M&E documentation, activity reports, and field evidence to support results reporting and audits.

### F. Coordination, Communication and Stakeholder Engagement

- Serve as a liaison between field offices, implementing partners, county governments, and the PMCU.
- Facilitate effective communication and information flow among technical teams, partners, and county government officials.

### G. Community and Field Support

- Support community engagement, sensitization, and mobilization activities in collaboration with technical teams and county counterparts.
- Assist in organizing and documenting field-level activities and stakeholder engagements.

### H. Other Duties

1. Perform any other duties as may be assigned by the Supervisor in support of effective programme implementation.

## 1. Academic Qualifications

1. At minimum, a Diploma in Business Administration, Project Management, Development Studies, or any other related field from a recognized institution.
2. Any additional relevant training related to administrative or programme support is an added asset.

## 2. Professional Experience

- Minimum of five (5) years of experience in administrative or programme support roles, preferably within GoK/donor-funded projects.
- Experience in natural resource management, agricultural or rural development environment is an added advantage.
- Excellent organizational, multitasking, and time management skills.
- Strong written and verbal communication abilities.

- Proficiency in computing skills including MS Office Word, Excel, PowerPoint and basic data entry tools.
- Ability to work collaboratively in a multi-disciplinary and multicultural team environment.
- Discretion, professionalism, and attention to detail.

## 4. Position Title: Monitoring and Evaluation Officer (1 Position)

**Duty Station: Regional PCMU Kisumu**

**Reporting to: Regional Programme Coordinator**

### 1. Job Purpose

The M&E Officer will support the implementation of INReMP's monitoring and evaluation system by ensuring timely and accurate data collection, entry, analysis, and reporting. The role contributes to tracking project performance indicators, maintaining M&E databases, and supporting learning and accountability processes. The M&E Assistant will work closely with technical teams, county implementation units, and partners to ensure that data informs programme planning and decision-making.

### 1. Key Responsibilities

### A. Data Collection and Entry

- Collect quantitative and qualitative data from field activities using approved tools and methodologies.
- Enter and validate project data in the M&E system, ensuring accuracy and completeness.
- Assist in preparing monitoring tools, checklists, and data collection instruments.

B. **Field Monitoring and Verification**

- Conduct field visits to verify data quality and support data triangulation.
- Participate in routine monitoring visits and compile field reports for review.

C. **Documentation and Reporting**

- Maintain up-to-date indicator tracking tables and project databases.
- Extract and present data for management decision-making and programme reviews.
- Support documentation of lessons learned, success stories, and best practices.
- Prepare presentation materials and dashboards from M&E findings for internal and external audiences.

D. **M&E Tools and Filing Systems**

- Support the preparation of quarterly and annual M&E reports, including data summaries and visualizations.
- Maintain an organized archive of M&E reports, datasets, and documentation.

### E. Support and Coordination

- Assist in organizing baseline, mid-term, and end-line evaluations, including logistics and data collection.

### F. Other Duties

- Undertake any other duties assigned by the NPC.

1. **Academic Qualifications**
   - A Bachelor's degree in Monitoring & Evaluation, Economics, Statistics, Social Sciences, or a related field from a recognized institution.
   - Additional training in M&E methodologies, data analysis, or GIS is an asset.
2. **Applicable Professional Experience**
   - Minimum of five (5) years of experience in monitoring and evaluation, preferably within agricultural development projects.
   - Experience in data collection, management, and reporting using digital tools and field-based methods.
   - Familiarity with participatory M&E approaches and gender-sensitive data collection.
3. **Competencies and Skills**
   - Proficiency in statistical software (e.g., SPSS, STATA) and advanced MS Excel functions.
   - Strong analytical, visualization, and report writing skills.
   - Attention to detail, accuracy, and ability to meet tight deadlines.
   - Good communication and interpersonal skills for working with diverse teams and communities.

## 5. Position Title: Office Assistant (1 Position)

**Duty Station: Regional PCMU Kisumu**

**Reporting to the Programme Assistant**

### 1. Job Purpose

The Office Assistant will provide essential support services to ensure the smooth daily operations of INReMP's programme office. The role includes maintaining a clean and organized work environment, supporting logistical and administrative tasks, and assisting with reception duties. The Office Assistant will contribute to a professional and welcoming office atmosphere for staff, visitors, and stakeholders. Reports directly to the Programme Assistant and works closely with all Programme staff across sections.

### 1. Key Responsibilities

### A. Office Cleanliness and Facilities Management

- Ensure cleanliness and tidiness of office premises, including workspaces, meeting rooms, and common areas.
- Assist in maintaining a clean, safe, and orderly working environment at all times.

### B. Office Supplies and Equipment Support

- Monitor and manage office supplies and consumables, and notify the supervisor when replenishment is required.
- Maintain basic office equipment and promptly report any malfunctions or service needs.

### C. Hospitality and Meeting Support

- Prepare and serve tea/coffee for staff and visitors as needed.
- Assist in setting up meeting rooms, training venues, and workshop spaces.

### D. Mail, Courier and Errand Services

- Handle incoming and outgoing mail, packages, and courier services.
- Run office errands, including delivery and collection of documents and supplies.

### E. Document Handling and Clerical Support

- Photocopy, scan, and file documents as requested by project staff.
- Assist in basic data entry tasks under supervision.

### F. Front Desk and Communication Support

- Receive and direct visitors courteously and professionally.
- Answer and route phone calls to appropriate staff.

### G. Visitor Management and Security Support

- Maintain a visitor log book and ensure accurate records of office access.

- Support adherence to office access and basic security procedures.

## 2. Academic Qualifications

- A Kenya Certificate of Secondary Education (KCSE) with a minimum grade of D+ or equivalent.
- A Certificate in Office Administration, Secretarial Studies, or a related field is an added advantage.

## 3. Professional Experience

- At least 5 years of experience in an office support role, preferably within development or institutional settings.
- Experience in similar roles within donor-funded projects is preferred.
- Basic computer literacy such as MS Word and email.
- Excellent communication and interpersonal skills.
- Ability to follow instructions and work with minimal supervision.
- Punctual, reliable, and courteous in dealing with staff and visitors.
- Professional appearance and conduct.

## 6. Position Title: Drivers (1 position)

**Duty Station: Regional PCMU Kisumu**

**Reporting to: Regional Programme Coordinator**

### 1. Job Purpose

The Driver is required to provide safe, reliable, and efficient transportation services to support the implementation of INReMP activities. They will be responsible for operating project vehicles, ensuring vehicle maintenance, supporting logistical operations, and adhering to safety and compliance protocols. The role is critical to facilitating field missions, transporting personnel and materials, and maintaining the integrity of project assets.

### 1. Key Responsibilities

### A. Driving & Transport Services

- Drive project vehicles safely and responsibly in accordance with traffic laws, programme protocols, and donor requirements.
- Transport staff, consultants, and project materials to and from field sites, meetings, and official engagements.
- Ensure punctuality and reliability in all assigned transport duties.

### B. Vehicle Inspection, Maintenance & Cleanliness

- Conduct daily vehicle inspections, including checks on oil, water, tires, brakes, and fuel levels.
- Report any mechanical issues or safety concerns immediately to the Administrative Officer.
- Ensure vehicles are clean, well-maintained, and presentable at all times.

### C. Logistics & Operational Support

- Assist in loading and unloading project materials and equipment.
- Support office errands and delivery of documents or supplies as assigned.

### D. Records Management & Reporting

- Maintain accurate trip records, vehicle logbooks, and fuel usage reports.
- Ensure timely submission of transport-related documentation as required.

### E. Safety, Security & Compliance

- Adhere to all security protocols related to vehicle use, passenger safety, and asset protection.
- Ensure proper use and availability of safety equipment, including seat belts, fire extinguishers, and first aid kits.

- Comply with INReMP transport policies and IFAD/donor vehicle usage guidelines.

## F. Legal & Professional Requirements

- Maintain a valid BCE class driving license at all times.
- Hold and maintain a valid Certificate of Good Conduct.

## G. Others

- Undertake any other duty/responsibility as may be assigned bt the Supervisor.

## 1. Academic Qualifications

- Must be a holder of KCSE certificate Grade D+ at the minimum.
- Holder of a valid Class B driving license.
- Holder of a valid certificate of Good Conduct from the Kenya Police Service.
- Holder of Passenger Service Vehicles (PSV) certification is an added advantage.

## 2. Professional Experience

- A minimum of five years of accident-free driving experience, preferably within GoK, development or NGO settings.
- Adequate experience in operating 4WD vehicles in rural and off-road terrain.
- Familiarity with Kenyan road networks and regional travel logistics.
- First aid training lasting not less than one week from a recognized institution.
- Defensive driving training lasting not less than one week and with skills and ability to respond to emergency situations.
- Adequate vehicle maintenance and troubleshooting knowledge.
- Excellent communication and interpersonal skills.
- High level of integrity, courtesy discretion, and professionalism.

**Position Title: Knowledge Management Officer and Communications Officer (1 Position)**

**Duty Station: National PCMU Eldoret**

**Reporting to: Monitoring & Evaluation and Knowledge Management Specialist**

## 1. Job Purpose

The Knowledge Management and Communications Officer will work under the M&E and Knowledge Management Specialist and lead the design and implementation of a robust knowledge management system to capture, organize, and disseminate project insights, innovations, and lessons learned. The role will foster a culture of learning across INReMP stakeholders, facilitate knowledge exchange, and ensure that evidence and experiences inform policy, practice, and scale-up. The Officer will work closely with technical teams, implementing partners, and communication Officer to ensure strategic alignment and accessibility of knowledge products.

## 1. Key Responsibilities

### A. Knowledge Management Systems and Learning

- Develop and operationalize a comprehensive knowledge management strategy aligned with INReMP's learning agenda.
- Organize learning events, workshops, and peer-to-peer exchanges to promote cross-component learning.
- Train project staff, county teams, and partners on knowledge management principles, tools, and documentation techniques.

### B. Documentation and Communication

- Develop and implement a comprehensive INReMP communication and visibility strategy.
- Document success stories, case studies, indigenous knowledge, and technical innovations from field implementation while ensuring inclusive representation of youth, women, and marginalized groups in communication outputs.
- Maintain a centralized and user-friendly repository of project reports, studies, tools, and other knowledge assets.
- Develop and disseminate knowledge products including policy briefs, press releases, newsletters, technical notes, brochures and multimedia content
- Manage project communication platforms (e.g., website, social media) in collaboration with communication specialists.
- Support communities in capturing and preserving indigenous knowledge relevant to natural resource management.
- Manage programme branding in line with IFAD and Ministry guidelines.
- Coordinate media engagements, interviews, and press briefings.

### C. Evidence-Based Planning and Decision-Making

- Liaise with technical teams to identify knowledge gaps, learning needs, and opportunities for documentation.
- Monitor communication impact and adjust strategies based on feedback and analytics.

### D. Partnerships and Knowledge Networks

- Develop and promote user-friendly knowledge sharing platforms and feedback mechanisms.
- Establish partnerships with other projects, institutions, and networks to facilitate knowledge exchange and joint learning.
- Represent INReMP in national and regional knowledge management forums, communities of practice, and learning alliances.

### E. Other Duties

- Undertake any other duties assigned by the NPC.

## 1. Academic Qualifications

- Bachelor's degree in Communications, Information Science, Records Management, Business Information Technology, Knowledge Management, Development Studies, Journalism, Public Relations or any other related field from a recognized institution.
- A Postgraduate qualification in Knowledge Management, Organizational Learning, or related discipline is an asset.

## 2. Applicable Professional Experience

- Minimum of seven (7) years of experience in knowledge management, documentation, development communication, and learning within GoK/Donor-funded programmes
- Proven experience in synthesizing and disseminating development lessons, preferably in natural resource management or rural development contexts.
- Familiarity with GoK/donor-funded project environments and multi-stakeholder coordination.

## 3. Competencies and Skills

- Excellent writing, editing, and communication skills across diverse formats and audiences.
- Strong facilitation and presentation skills for learning events and stakeholder engagement.
- Strong understanding of inclusive communication and rural development contexts.

- Proven skills in content creation preferably using social media, media relations, and digital storytelling.
- Proficiency in knowledge management software, digital platforms, graphic design, photography, video editing tools and collaborative tools is an asset.
- Ability to synthesize complex technical information into accessible and actionable formats.
- Creative mindset with attention to detail.
- Excellent writing and interpersonal skills.
- Fluency in English and Kiswahili. Knowledge of local languages in the Programme counties is an asset.

## 7. Position Title: Programme Assistant (1 Position)

**Duty Station: National PCMU Eldoret**

**Reporting to: National Programme Coordinator**

### 1. Job Purpose

The Programme Assistant (PA) will provide essential administrative, logistical, and coordination support to ensure efficient implementation of INReMP activities. The role facilitates smooth communication across project teams, implementing partners, and stakeholders, while ensuring proper documentation and operational readiness. The PA will contribute to the day-to-day functioning of the programme office and support planning, reporting, and stakeholder engagement processes. The Assistant reports directly to the National Programme Coordinator and works closely with all Programme teams across all the components. The PA will be expected to interact with National and County government officials, Implementing Partners, the Donor Community and service providers.

### 1. Key Responsibilities

**A. Administrative and Office Management Support**

- Organize and support programme meetings, workshops, trainings, and field visits, including preparation of agendas, participant lists, attendance registers, and minutes.
- Maintain an efficient and well-organized filing system for programme documents in both hard copy and electronic formats, in line with GoK and IFAD record-keeping requirements.
- Handle official correspondence, scheduling, document circulation, and internal communications for the PMCU.
- Manage office supplies, stationery, and equipment inventory and ensure timely replenishment.

**B. Logistics, Travel and Operational Coordination**

- Coordinate travel arrangements for programme staff, consultants, and stakeholders, including transport, accommodation, and travel documentation.
- Support logistical arrangements for workshops, trainings, and field activities to ensure timely and cost-effective delivery of programme activities.

**C. Procurement and Asset Support**

- Support procurement processes by preparing and compiling documentation such as requisitions, requests for quotations, delivery notes, and related records, in accordance with IFAD and Government procurement guidelines.
- Assist in tracking deliveries, asset records, and proper filing of procurement documentation.

**D. Reporting, Documentation and Knowledge Management**

- Assist in compiling programme reports, presentations, briefing notes, and other documentation required for management, IFAD supervision missions, and government reporting.
- Maintain up-to-date contact databases for stakeholders, partners, service providers, and implementing agencies.

**E. Monitoring, Evaluation and Data Support**

- Support data collection, data entry, and basic data management for monitoring and evaluation (M&E) purposes.
- Assist in organizing M&E documentation, activity reports, and field evidence to support results reporting and audits.

**F. Coordination, Communication and Stakeholder Engagement**

- Serve as a liaison between field offices, implementing partners, county governments, and the PMCU.
- Facilitate effective communication and information flow among technical teams, partners, and county government officials.

**G. Community and Field Support**

- Support community engagement, sensitization, and mobilization activities in collaboration with technical teams and county counterparts.
- Assist in organizing and documenting field-level activities and stakeholder engagements.

**H. Other Duties**

2. Perform any other duties as may be assigned by the National programme Coordinator in support of effective programme implementation.

**1. Academic Qualifications**

3. At minimum, a Diploma in Business Administration, Project Management, Development Studies, or any other related field from a recognized institution.
4. Any additional relevant training related to administrative or programme support is an added asset.

**2. Professional Experience**

- Minimum of five (5) years of experience in administrative or programme support roles, preferably within GoK/donor-funded projects.
- Experience in natural resource management, agricultural or rural development environment is an added advantage.
- Excellent organizational, multitasking, and time management skills.
- Strong written and verbal communication abilities.
- Proficiency in computing skills including MS Office Word, Excel, PowerPoint and basic data entry tools.

- Ability to work collaboratively in a multi-disciplinary and multicultural team environment.
- Discretion, professionalism, and attention to detail.