

**Position Title: National Programme Coordinator**

**Duty Station: PCMU Eldoret**

**Reporting to: Principal Secretary, State Department for Agriculture**

## **1. Job Purpose**

The National Programme Coordinator (NPC) will head the Project Coordination and Management Unit (PCMU), provide the overall leadership in the Programme 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. The NPC will be Secretary to National Programme Steering Committee (NPSC) and the Programme Technical Advisory Committee (PTAC).

## **2. Key Responsibilities**

### **A. Overall Programme Coordination and Leadership**

- 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);
- Coordinate the establishment of the County Programme Steering Teams (CPSTs) and County Programme Technical Teams (CPTTs).
- Oversee work performance of the PCMU staff, undertake their performance appraisals and performance evaluation and submit to PSC for decision making.
- Oversee work performance of the CPTTs and guide the evaluation of county Programme staff performance by the CPSTs.
- Coordinate and work with relevant Government ministries, Agencies 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 programme activities.
- Manage with integrity and transparency the Programme funds, monitor expenditures, submit to IFAD, the GoK, PSC and responsible line agencies quarterly financial reports.

## **B. Stakeholder Engagement & Partnership Building**

- Build and maintain strong collaborative relationships with all Programme 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 Programme.
- Lead the Counties and National Government local administration in developing a robust and objective criterion for selection of the sub-catchments and target programme beneficiaries.
- Ensure that the Programme activities at the county level are fully harmonized with the different Counties Integrated Development Plans (CIDPs).

## **C. Programme Management & Administration**

- Ensure the timely preparation, clearance, and approval of consolidated AWP&Bs and Procurement Plans (PPs), and their execution in accordance with the overall Programme objectives, PIM, and IFAD and GoK regulations and guidelines, including fiduciary requirements.
- Facilitate procurement process of all works, goods and services adhering to IFAD and GoK rules, procedures, and regulations.
- Oversee and facilitate supervision of works contractors, goods suppliers, and service providers for timely and quality execution of their responsibilities.
- Develop synergy between the Programme with other IFAD financed projects as well as other relevant programmes to maximize INReMP's development impact.
- Develop guidelines to ensure information is disseminated timely and appropriately to the County Coordination Bodies and authorities, the NPSC, and IFAD regarding Project-related activities.
- Oversee timely preparation of the Programme accounts, and audit in line with the Programme Financing Agreement (PFA).
- 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.

## **D. Monitoring, Evaluation, and Knowledge Management**

- Control and monitor implementation of all project activities and on quarterly basis prepare and submit progress and performance reports to the GoK, IFAD and the National Project Steering Committee as per the design document.
- Create and promote conducive work environment that promotes knowledge sharing and learning from experiences among members of the Programme staff, County teams and those of the implementing partners and service

providers, and participating Government institutions at the National and County levels.

- Develop guidelines to ensure information is disseminated timely and appropriately to the County Coordination Bodies and authorities, the NPSC, and IFAD regarding Project-related activities.
- Coordinate the scaling up of the technological packages promoted by the Programme in coordination with IFAD, NPSC, the CPSTs, and implementing Programme partners.

#### **E. Policy Advocacy & Resource Mobilization**

- Develop parameters to ensure social inclusion of women, youth and vulnerable groups are identified in accordance with the design document and Programme Implementation manual.
- Sensitize implementation teams and partners on the project poverty targeting, youth and gender mainstreaming strategies and their rationale and implementation arrangements.

#### **E. Other Duties**

- Any other duty and responsibilities that may be assigned by the Principal Secretary and the National programme Steering Committee.

### **3. Academic Qualifications**

- A Master's degree in Agriculture, Agricultural Economics, Environment, Development, Project Management, Social Sciences, or any other relevant discipline from a recognized university.
- A Bachelor's degree in Agriculture, Agricultural Economics, Environment, Development Studies, Project Management, Social Sciences, or any other relevant discipline from a recognized university.
- Any additional specialization training in any aspect of agricultural and rural development is an asset.
- Post Graduate qualification in project management will be an added advantage.

### **4. Applicable Professional Experience**

- Relevant professional work experience of at least fifteen (15) years of which 7 years should be in a similar position as Programme Manager/Coordinator or its equivalent in a GoK or Development Partner funded project.
- Excellent analytical skills, sound judgment, resourcefulness, ability to take initiatives, capacity to self-manage and ability to create a team-based, participatory work environment.

- Sound understanding and experience of the Kenya's multi-level government systems, their governance and administration modalities including their differences and linkages.
- Skills in process facilitation, strategic planning, and partnership building.
- Excellent understanding of the social, economic, political, and historical trends underpinning poverty alleviation strategies and policy reform processes in Kenya.
- Adequate understanding of Kenya's diverse utilization of its natural resources in all agro-ecological zones under different agricultural systems, and socio-economic development needs.

## **5. Competencies and Skills**

- Ability to work and interact with people from diverse, professional, social, and cultural backgrounds.
- Ability to work under pressure and meet strict deadlines and work with minimum supervision.
- Good interpersonal and Communication skills.
- Knowledge of computer packages.

**Position Title: Monitoring, Evaluation and Knowledge Management Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: The National Programme Coordinator**

### **1. Job Purpose**

The Monitoring, Evaluation and Knowledge Management Specialist will have the overall responsibility for the coordination of the timely establishment, operation, and maintenance of the project monitoring and evaluation and learning system; for the monitoring and evaluation of progress; generation of knowledge and evidence; and for the communication of programme activities, achievements and lessons learned.

### **2. Key Responsibilities**

#### **A. Design and Implement the M&E System**

- Setting up the M&E system for the Programme including revising the project log frame matrix and include gender sensitive indicators; assisting in developing the results oriented-AWPB; developing the overall framework for the project M&E; guiding the process of reporting against the project key indicators and preparing the M&E matrix.

- Taking lead in the preparation of the Project Annual Work Plan and Budget

### **B. Adaptive Management and Decision-Making**

- Developing a capacity-building plan on M&E for the project staff and implementing partners, including developing training modules for different stakeholders and partners; developing operation manuals/guidelines on M&E processes; using software for MIS and GIS required for the functioning of the MIS system; and training M&E staff of partner institutions at national and local levels.
- Coordinating the baseline, midterm, end-term surveys, and project completion reports.

### **C. Tracking, Analyzing, and Reporting Programme Performance**

- Setting up a Management Information System (MIS) that entails developing formats for data collection, analysis, and interpretation to track project inputs and its results; coordinating with other programme staff to ensure MIS system is appropriately designed and implemented such that they enable data-rich knowledge management, captures and analyses disaggregated data on gender and social inclusion parameters; defining requirements for use of software for a web-based online MIS and off-line tablet-based devices.
- Providing technical assistance to recruit, guide and supervise organisations or individuals contracted to implement surveys and studies required for evaluating project effects and impacts.
- Assisting the Programme Coordinator in consolidating gender sensitive project progress reports.
- Undertaking regular field visits to follow-up recommendations made from previous supervision missions and support the project implementation in other ways as requested by the Project Coordinator.
- Taking lead in the preparation of periodic M&E reports and the project completion report

### **D. Knowledge Management**

- Designing, at the start-up, Programme communication strategy, geared towards the target group and stakeholders, programme implementers, and to a wider public, both within Kenya and outside.
- Developing a functional approach for prioritizing and implementing Knowledge Management activities and for developing and disseminating knowledge tools and products.
- Advising the Senior Management by identifying areas of concerns that might justify a review of the programme M&E and Knowledge Management (KM) systems and/or implementation arrangements, including adverse effects on target groups as a result of project implementation, and suggest remedial measures if necessary.

#### **E. Other Duties**

- Carrying out any other relevant duties as may be assigned by the National Project Coordinator.

### **3. Academic Qualifications**

- Holder of Bachelor's Degree in any of the following fields: Monitoring and Evaluation, Demography, Agricultural sciences, Population Studies, Statistics, Economics, Rural Development or any other related subjects from a recognized University.

### **4. Applicable Professional Experience**

- At least seven (7) years direct experience in a position of monitoring and evaluation of rural development or national Projects
- Demonstrated experience of at least 5 years of application of computer statistical packages and/ or data analysis software (e.g. SAS, SPSS, and Advanced Excel) and basic computer skills (word-processing, power point, and databases) are a must.
- Must have demonstrated experience in designing and implementing M&E systems in a multi- faceted rural development Project.
- Demonstrated experience in data processing and management of large-scale surveys.
- Possession of additional training in impact evaluation, familiarity with the operations and use of IT in monitoring and evaluation are added advantages.
- Strong experience in conducting research studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.

### **5. Competencies and Skills**

- Good oral and written communication skills. Should be fluent in English.
- Proven high level of integrity in handling public resources and in executing duties.
- A high level of interpersonal and management skills and ability to work with teams.
- Must be result focused and be able to work under pressure and tight deadlines.
- High level of integrity.
- Strong knowledge of computer applications, particularly MS Excel, Word, Access and PowerPoint, STATA and other software packages for data analysis and technical reports.
- Data management and analysis and reporting in Projects
- Capacity building and training in M&E development and implementation
- Use of Geographic Information Systems technologies, and
- Knowledge management strategy development.

## **F. Other Duties**

- Any other duty as may be assigned by the National Programme Coordinator.

**Position Title: Financial Controller**

**Duty Station: PCMU Nairobi**

**Reporting to: National Programme Coordinator**

### **1. Job Purpose**

The Financial Controller is responsible for overall financial management of the Programme, ensuring accurate, timely, and transparent accounting in compliance with GoK and IFAD procedures. This role oversees the full financial cycle—from budgeting and fund flow management to reporting and audit facilitation—ensuring that Programme resources are managed efficiently and in accordance with legal and financial obligations.

### **2. Key Responsibilities**

#### **A. Financial Planning and Budget Control**

- Provide financial inputs into the preparation of the Annual Work Plans and Budgets (AWP&B).
- Ensure Programme budget is timely captured in GoK systems, including allocation and access to counterpart funding.
- Monitor fund commitments, disbursements, and overall cash flow to support effective implementation.

#### **B. Financial Management and Compliance**

- Ensure all project funds are used according to Financing Agreement conditions, with due regard to efficiency, economy, and purpose.
- Maintain the designated and operational accounts in line with IFAD and GoK financial rules.
- Contribute to the development and implementation of the Project Implementation Manual (PIM) and Financial Manual, ensuring compliance at both national and county levels.
- Ensure adherence to International Public Sector Accounting Standards (IPSAS) as adopted in Kenya.

### **C. Financial Reporting and Communication**

- Maintain accurate financial records and ensure linkage between accounts and financial statements submitted to financiers.
- Provide timely, accurate financial reports to IFAD, GoK, and other stakeholders.
- Communicate financial procedures to implementing partners, counties, and service providers, including fund access mechanisms and reporting requirements.

### **D. Disbursement and Fund Flow Management**

- Ensure timely preparation and submission of Statements of Expenditure (SOEs).
- Monitor project liquidity, ensure timely disbursement from GoK and IFAD, and facilitate flow of funds to implementing partners.
- Expedite loan disbursement and loan management processes.

### **E. Audit and Supervision Support**

- Coordinate project audits by external auditors and ensure submission timelines are met.
- Support joint IFAD/GoK supervision missions on financial aspects and implement audit/supervision recommendations.

### **F. Other Duties**

- Any other tasks assigned by the National Programme Coordinator to support sound financial management of the Programme.

## **3. Academic Qualifications**

- Bachelor's degree in Commerce, Business Administration (Finance option), or related field from a recognized university.
- Certified Public Accountant (CPA-K) qualification.
- Must be a member of a recognized professional accounting body and in good standing.

## **4. Applicable Professional Experience**

- At least seven (7) years of professional experience in financial management, including a minimum of five (5) years in a senior management level managing government and donor-funded projects at the level of a Finance Specialist.
- Demonstrated experience in public sector financial systems and budgeting processes.
- Solid understanding of GoK budgeting and accounting procedures.
- Proven ability to work with accounting software, electronic spreadsheets, and financial reporting tools.



## **5. Competencies and Skills**

- Excellent analytical, organizational, and problem-solving skills.
- Ability to work under pressure, with minimal supervision, and meet tight deadlines.
- Strong interpersonal and communication skills.
- Excellent planning, recordkeeping, and report-writing skills.
- Proficiency in MS Excel, Word, and accounting packages.
- Team player, self-motivated, and results-oriented with high integrity.

**Position Title: Procurement Specialist**

**Duty Station: PCMU Nairobi**

**Reporting to: National Programme Coordinator**

### **1. Job Purpose**

The Procurement Specialist will lead all procurement functions of the Programme, ensuring transparency, efficiency, and compliance with both IFAD and GoK procurement guidelines. This role provides technical guidance and oversight to PCMU and county-level procurement staff to ensure timely procurement of works, goods, and services in alignment with Programme objectives.

### **2. Key Responsibilities**

#### **A. Procurement Planning and Policy**

- Lead the preparation and updates of the Procurement Plan (PP) in line with the Annual Workplans and Budgets, IFAD templates, and GoK procedures.
- Contribute to finalization and updates of the procurement section of the Project Implementation Manual (PIM).
- Ensure procurement activities are aligned with the Financing Agreement, IFAD Procurement Guidelines, Public Procurement and Asset Disposal Act (PPADA), and related regulations.

#### **B. Execution of Procurement Processes**

- Coordinate preparation of bidding documents, including Terms of Reference (ToRs), technical specifications, and Bills of Quantities, in collaboration with technical teams.
- Oversee all stages of procurement, including advertisement, evaluation, contract award, and contract management.
- Coordinate tender committee meetings and prepare corresponding reports.
- Provide professional reviews of tender evaluation reports and issue procurement opinions in line with applicable procedures.

### **C. Compliance, Oversight, and Support**

- Ensure timely submission of procurement documentation for approval and clearance, including No Objection requests to IFAD.
- Ensure accurate documentation and maintain procurement records for audit and reference.
- Provide training and capacity building to PMCU and County-level staff on procurement procedures and compliance requirements.

### **D. Coordination and Advisory Role**

- Serve as the primary liaison on procurement matters with GoK agencies, IFAD and service providers.
- Support integration of procurement functions into overall project planning and implementation.

### **E. Other Duties**

- Perform any other procurement-related duties assigned by the National Programme Coordinator.

## **3. Academic Qualifications**

- Bachelor's degree in Procurement, Supply Chain Management, or other relevant field from a recognized university.
- Must be a registered and licensed member of the Kenya Institute of Supplies Management (KISM) and in good standing.

## **4. Applicable Professional Experience**

- Minimum of seven (7) years of relevant experience, including at least five (5) years in a senior management position undertaking procurement roles within government and donor-funded projects.
- In-depth understanding of IFAD Procurement Guidelines, Public Procurement and Asset Disposal Act (PPADA), and GoK procurement procedures.
- Experience working in public procurement systems and coordinating with national and county-level institutions.

## **5. Competencies and Skills**

- Knowledge of international donor procurement frameworks.
- Experience in setting up procurement systems and training teams in procurement procedures.
- Proficiency in MS Word, Excel, Access, and PowerPoint.
- Excellent coordination, planning, and negotiation skills.

- Ability to work under pressure, meet deadlines, and operate with minimal supervision.
- Strong interpersonal, analytical, and report-writing skills.
- Ability to interact effectively with diverse teams and stakeholders.

**Position Title: Community Development, Gender & Youth Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

**1. Job Purpose**

The Community Development, Gender and Youth Specialist will be responsible for coordinating the implementation of programme's community empowerment, gender and youth transformative approaches while working very closely with the other technical Specialists.

**2. Key Responsibilities**

**A. Community Mobilization and Participation**

- Facilitate the planning, management, and implementation of the community-based mobilization activities of the Programme.
- In collaboration with other relevant technical officers at the National and County levels, coordinate the awareness creation to stakeholders and beneficiaries on Programme objectives and implementation arrangements.
- In collaboration with the counties teams and National Administration Officers (NGAO) at the counties, identify community-based institutions such as the Focal Development Areas (FDAs) and assist in the formation of the Focal Development Area Committees (FDACs).
- Facilitate the Community Action Plan (CAP) development process by the county and sub-county teams and the conversion of the plans into interventions and work plans.

**B. Mainstreaming Gender Equality and Social Inclusion**

- Develop a strategy for awareness creation and capacity building on gender equality, participation of women, youth, indigenous people, Persons Living With Disabilities and other vulnerable groups in project-supported activities, HIV/AIDS prevention and mitigation, environmental management, and other cross-cutting issues.

- In collaboration with other technical Officers, coordinate implementation of nutrition related interventions.

### **C. Capacity Building**

- Organize training for the county implementing teams on PRA/PLA and other participatory community mobilization techniques and backstop the training of the community-based institutions by the county teams.
- Coordinate training in group management, organization, and governance in collaboration with the county Gender and Social Development Officers.

### **D. Other Duties**

- Coordinate the preparation of the work plans and budgets, and progress reports for the component.
- Undertake any other duty assigned by the NPC.

### **3. Academic Qualifications**

- Bachelor's Degree in Sociology, Social Work, Community Development, Gender Studies or Public Administration or any relevant qualification from a recognized university.

### **4. Applicable Professional Experience**

- Have at least seven (7) years' experience in Community Development five (5) of which must be in a senior management position in a donor funded project.
- Have experience in participatory methodologies such as Participatory Rural Appraisal (PRA),
- Participatory Planning, Participatory Learning and Action etc.
- Have experience in project planning, implementation, management, monitoring and evaluation.

### **5. Competencies and Skills**

- Have experience in project planning, implementation, management, monitoring and evaluation.
- Excellent proposal and report writing skills.
- Excellent communication and facilitation skills.
- Have strong leadership skills.

**Position Title: Infrastructure Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

### **1. Job Purpose**

The Infrastructure Specialist will be responsible for coordinating the implementation of all infrastructure related activities under sub-components 1.2 and 2.2.

### **2. Key Responsibilities**

#### **A. Planning and Design of Sustainable Infrastructure**

- Coordinate the preparation and implementation of sub-catchment management plans (SCMPs) by the WRUAs in collaboration with the Water Resource Management Authority (WRMA) and Water Services Trust Fund (WSTF) and other relevant stakeholders.
- Coordinate the preparation of the work plans and budgets, and progress reports for the relevant sub-component/ activities.

#### **B. Infrastructure Implementation, Operation and Maintenance and Quality Assurance**

- Monitor the implementation of SCMPs and facilitate joint action by the relevant implementing parties when such plans cut across sub-counties and counties.
- Coordinate the implementation of water and irrigation related interventions.
- In collaboration with the Agronomist, Livestock Specialist and Agribusiness Development Specialist, coordinate the implementation of market and road infrastructure and related interventions.
- Ensure compliance with high professional and technical standards by implementers in the design and implementation of water and market infrastructure development activities.
- Facilitate sensitization and training of communities with respect to their roles and responsibilities as regards operations and management of the developed infrastructures under the present and planned legislative framework
- Support implementing County Departmental Heads and other technical personnel, to determine practical interventions for protection and optimal use of the developed infrastructure.

### **C. Environmental and Social Safeguards Compliance**

- Coordinate, with relevant parties such as KFS and KWS, the preparation and implementation of remedial actions for environmental hotspots that impact on point sources of water.
- Coordinate the assessment of water resources in the sub-basins, and the development of the water resources management plan for each sub-basin.

### **D. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Have of a Bachelor's degree in Water Engineering, Agricultural Engineering, Civil Engineering, or a related field from a recognized university.
- Mandatory and valid registration with the Engineers Board of Kenya (EBK) as a Professional Engineer.

### **4. Applicable Professional Experience**

- Have experience in planning, design and implementation of infrastructure schemes especially related to water, energy, and markets.
- Proven experience in donor-funded projects and public procurement processes.

### **5. Competencies and Skills**

- Familiarity with environmental safeguards and climate-resilient infrastructure.
- Strong analytical, documentation, and stakeholder coordination skills.
- Proficiency in engineering software (e.g., AutoCAD, Civil 3D) and MS Office.

**Position Title: Natural Resources Management Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

#### **1. Job Purpose**

The Natural Resources Management Specialist will be responsible for coordinating the implementation of the NRM related activities under sub-component 1.2 (Improve Environmental Sustainability, Integrated Natural Resources Management (INRM), and Ecosystem Services).

## **2. Key Responsibilities**

### **A. Technical Leadership on INRM Approaches**

- In collaboration with other project implementers, undertake or update inventories of natural and environmental resources in the Programme area.
- Coordinate the conduct of environmental impact assessments of project activities and ensure the integration of environmental aspects in all project activities.
- Initiate participatory forest management of gazetted forest and community hilltops, and preparation of management plans for natural forests and hilltops.
- Provide contribution to the INReMP's regular progress reports on the project implementation.

### **B. Planning and Implementation of INRM Interventions**

- Coordinate the project-assisted environmental, off-farm soil and water conservation interventions undertaken by communities with support from Programme partners
- In collaboration with the M&E Specialist, develop a system of monitoring and evaluation of project supported and environmental related activities.
- Coordinate the preparation of the work plans and budgets, and progress reports for the NRM sub-component.
- Provide assistance to INReMP and applicant communities in screening of proposed sub-projects and assigning environmental categories.
- Visit proposed sub-project sites to assess baseline conditions and potential site-specific impacts.
- Review sub-project specific environmental documentation and give recommendations as needed, to applicant communities and designers, for finalizing the documents.
- Participate in evaluation of sub-project proposals and advise on environmental eligibility and acceptability of proposals, based on guidance provided in the ESCMF and on personal experience.

### **C. Mainstreaming Environmental Safeguards and Climate Adaptation**

- Continuously review and update the developed project SECAP risk management instruments in line with current SECAP developments.
- Support the INReMP in the co-ordination, management and implementation of the project SECAP risk management instruments in compliance with the SECAP Policies and the Government of Kenya's Environmental standards.

- Support the INReMP in the development and rolling out of a SECAP risk management monitoring and reporting system against the Environmental and Social Management Framework (ESCMF) provisions.
- Support the line ministries to achieve the maximum SECAP risk management efficiency in their assigned tasks.
- Advise on anticipated environmental impacts and possible mitigation measures, and on the relevant type of environmental review to be undertaken and documentation to be prepared
- Working with INReMP Procurement staff, ensure that environmental compliance is incorporated as appropriate in contracts for goods and services and ensure that contractors are fully aware of their responsibilities in this regard.
- Undertake regular environmental monitoring and supervision in order to verify whether and how provisions of the project ESCMF and sub-project specific ESMPs are followed by all relevant stakeholders.

#### **D. Capacity Building and Technical Backstopping**

- In collaboration with other implementing partners, raise awareness and level of education on environment issues among the communities, including through the school Programme.
- Report regularly on the results of monitoring visits, promptly identify any environmental issues or cases of non-compliance, and make recommendations for dealing with those issues.
- Collaborate with technical staff and engineers to ensure that environmental measures are incorporated at all stages of sub-project preparation and implementation.

#### **E. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Have a Bachelor's degree in Environmental Studies, Environmental Planning, Environment and Community Development, Natural Resources Management, Forestry, Climate Change, Biodiversity or any related field from a recognized university.

### **4. Applicable Professional Experience**

- Have a minimum of seven (7) continuous technical and managerial experience in natural resources management and rural community development, five (5) of which must be in a senior management position in a GoK/Development Partner funded project.



- Have experience in community forestry and environmental conservation strategies, and practices of natural forest management.
- At least seven years of experience related to social and environmental standards and impact assessment in an international development context.
- Technical background and experience in developing safeguards for agriculture, livestock production, land use and management projects.
- Knowledge of Human rights (including human rights-based approaches and human rights impact assessment); gender equality and women's empowerment (including gender mainstreaming and gender analysis).
- Demonstrated knowledge of cultural heritage (including chance find procedures, physical and intangible cultural resources).

## **5. Competencies and Skills**

- Be able to work closely with other stakeholders including communities, Kenya Forestry Service, National Environment Management Authority, Kenya Wildlife Service and other relevant government agencies.
- A strong proposal development and report writing skills.
- Have strong leadership and communication skills.

## **Position Title: Agribusiness Development Specialist**

### **Duty Station: PCMU Eldoret**

### **Reporting to: National Programme Coordinator**

#### **1. Job Purpose**

The Agribusiness Development Specialist will work closely with the Community Development Specialist, Agronomist, NRM Specialist and Livestock Specialist, the Agribusiness Development Specialist will be responsible for promotion and coordination of agribusiness activities in the Programme.

#### **2. Key Responsibilities**

##### **A. Market-Oriented Agribusiness Models**

- Guiding service providers in provision of value chain support activities to target beneficiaries including the promotion of entrepreneurial skills in farmer organizations and other stakeholders.
- Coordinating the development of marketing strategies for commodities promoted by the Programme and monitoring the implementation of these strategies.

- Facilitating linkages and contracts between farmers/ groups and business development service providers (stakeholders) including distributors, local promoters etc.
- In liaison with M&E Officer, develop appropriate monitoring and evaluation tools and initiate appropriate impact surveys/studies.

## **B. Agri-finance and Partnerships**

- Facilitating the linkage of income generating activity (IGA) groups with financial service providers, in liaison with the other Programme Specialists.
- In liaison with Knowledge Management and Learning Officer, identifying and supporting innovative business models to ensure systematic documentation of the same for learning, adaptation and sharing through the project knowledge management system.

## **C. Value Addition and Post-Harvest Management**

- Ensuring adequate synergies and linkages between providers of post-harvest management services, market support services and financial services of the Programme, in collaboration with the Programme Specialists.
- Guiding the preparation and implementation of the various value chain related activities/studies.

## **D. Producer Organizations and Cooperatives**

- Capacity building project beneficiaries on agribusiness issues and other business-related aspects.
- Facilitating in identification of capacity needs of the target beneficiaries and relevant value chain actors and designing training modules to address the gaps.
- Championing the formation of apex organizations including cooperatives, user groups etc. among the project beneficiaries for the various enterprises promoted by the Programme.
- In liaison with other Specialists, review business plans of the common interest groups, Community Forest Association/Water Resource User Associations and other project groups and advising them on how to develop bankable business proposals for their enterprises.
- Support and train beneficiaries in effective enterprise organization and management with emphasis on farming as a business and good governance.

## **E. Other Duties**

- Participating in preparation of the Annual Work Plan & Budgets and periodic progress reports

- Undertake any other relevant duties assigned by the National Programme Coordinator.

### **3. Academic Qualifications**

- Holder of a Bachelor's degree in Agriculture, Agribusiness, Agricultural Economics, Finance, Business Administration or any other related field from a recognized university.

### **4. Applicable Professional Experience**

- Have at least seven (years) years of continuous work experience in a similar field, five (5) years of which must have been at a senior management position in GoK/Development Partner funded projects.
- Demonstrated experience in facilitating agribusiness development, value chain analysis and building capacities of value chain actors.
- Experience in coordinating and collaborating with partners including private enterprises, community-based organizations and NGOs working on livelihood diversification and enhancement.
- Demonstrated experience in working with communities in similar engagement.

### **5. Competencies and Skills**

- Team player and can work with minimum supervision.
- Knowledge of technologies and issues in value chain development, inclusive finance, business development and rural livelihoods.
- Strong computer skills; and
- Strong leadership and communication skills.

**Position Title: Agronomy Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

#### **1. Job Purpose**

The Agronomy Specialist will be responsible for coordinating the implementation of crops value chain related interventions in the Programme and work closely with the other Technical Specialists.

## **2. Key Responsibilities**

### **A. Technical Guidance on Climate-Smart Agronomic Practices**

- Work closely with the implementing partners in the implementation of productivity and production enhancement interventions for the fruit trees and horticulture value chains.
- Develop and maintain the partnerships with public, private sector and civil society organizations required for effective implementation of production and productivity enhancement activities for the crops value chains for sustainability.

### **B. Training and Extension Services**

- Coordinate all agricultural extension activities related to production, sustainable soil and water conservation, irrigation development, and processing.

### **C. Integration of Agronomy with Natural Resource Management and Agribusiness**

- In collaboration with the counties, sub-counties and service providers, coordinate all on-farm, soil and water management activities supported by the Programme.
- Regularly review and refine the guidelines and procedures for the implementation of the matching grants for sustainable soil and water conservation and income generating activities, drawing on emerging experience
- In collaboration with the Agribusiness Development Specialist, coordinate the development of marketing strategies for crops commodities produced under the Programme and monitor the implementation of these strategies.
- Coordinate all activities related to input subsidies for the supported crops value chain.
- Collaborated with the Agribusiness Development Specialist to promote a market orientation among project beneficiaries under the crops value chains.

### **D. Monitoring, Knowledge Sharing, and Innovation Uptake**

- Supervise and monitor implementation of value chain activities with a focus on improving crops, fisheries and livestock diversification, productivity processing and input-output market enhancement.
- Coordinate the preparation of the work plans and budgets, and progress reports for the relevant activities

### **E. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Have a Bachelor's degree in Agriculture, Agronomy, Biotechnology or a related field from a recognized university.

### **4. Applicable Professional Experience**

- Have at least seven (7) years continuous working experience in a similar field, five years of which should be in senior management position in a donor funded project.
- Be familiar with technologies and innovations impacting agricultural development rural livelihoods, conservation of natural resources, irrigation water management and extension services.

### **5. Competencies and Skills**

- Have a strong leadership and communication skills

**Position Title: Livestock Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to:** National Programme Coordinator

#### **1. Job Purpose**

The Livestock Specialist will be in charge of the technical coordination and oversight of Programme's activities related to the livestock value chains in the programme.

#### **2. Key Responsibilities**

##### **A. Sustainable Livestock Production Systems**

- Provide expertise and support the implementation of the Programme activities in livestock production and productivity enhancement.
- Coordinate all activities related to input subsidies for the supported livestock value chain.

##### **B. Animal Health and Veterinary Services**

- Establish strategic partnership with relevant public institutions, implementing partners, private sector, national and regional civil society organizations for enhancing effectiveness, and efficiency in delivery of livestock related extension and support services such as veterinary service delivery and disease control.

### **C. Livestock Value Chain and Market Development**

- Evaluate the technical soundness of activities on livestock designed to improve production and productivity.
- Coordinate with relevant project partners, service providers, NGOs and other stakeholders on the plan and implementation of livestock support activities
- Ensure that the livestock production activities are aligned with the activities in different Counties Integrated Development Plans (CIDPs).
- In collaboration with the Agribusiness Development Specialist, coordinate the development of marketing strategies for livestock commodities produced under the Programme and monitor the implementation of these strategies.
- In collaboration with the Agribusiness Development Specialist, promote a market orientation among project beneficiaries under the livestock value chains.

### **D. Capacity Building and Knowledge Sharing**

- Contribute to the production of technical training manuals and related capacity building materials, coaching and mentoring on livestock production.
- Coordinate the preparation of the work plans and budgets, and progress reports for the relevant activities.

### **E. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Holder of a Degree in Animal Sciences, Animal Production and Veterinary sciences or related field with complementary knowledge in rural development.

### **4. Applicable Professional Experience**

- At least seven (7) years continuous practical experience in animal resource management and livestock sector in Kenya, three (3) of which should be in GoK/donor-funded project at a technical Specialist level.
- Experience in providing extension and advisory services in the implementation of the project activities and supervision/monitoring of improving production in the context of livestock value chains.

- Demonstrated knowledge of value chain analysis and feasibilities of selected livestock commodities and provision of capacity building of the field staff in livestock health and management
- Experience in developing linkages of farmer produce marketing groups with markets, individuals, and other groups for sale and purchase of agricultural products and value-added livestock products;

## **5. Competencies and Skills**

- Ability to draft technical specifications for the procurement of livestock inputs to be procured under the programme.

**Position Title: Agricultural Livelihood Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

### **1. Job Purpose**

The Agricultural Livelihood Specialist will lead the technical coordination and strategic oversight of INReMP's agricultural livelihood interventions. This role focuses on enhancing productivity, promoting climate-smart and sustainable farming practices, and strengthening inclusive value chains. The Specialist will ensure that agricultural activities are responsive to the needs of women, youth, and vulnerable groups among other groups, and are aligned with INReMP's goal of building resilient rural livelihoods within restored ecosystems.

### **2. Key Responsibilities**

#### **A. Diversified and Resilient Livelihoods**

- Lead the design and implementation of crop and livestock value chain interventions across target counties.
- Facilitate structured linkages between producers and market actors, including aggregators, processors, and financial institutions.
- Support the development of inclusive commodity platforms and aggregation models to improve market access and income generation.

#### **B. Capacity Building and Skills Development**

- Design and deliver training programs for farmers, extension officers, and community groups on agribusiness, climate-smart agriculture, nutrition-sensitive farming, and sustainable land management.
- Promote farmer field schools, demonstration plots, and peer learning platforms.

### **C. Community Inclusion**

- Ensure alignment of agricultural activities with INReMP's Theory of Change, environmental sustainability goals, and inclusive development objectives.
- Forge and manage partnerships with county governments, research institutions private sector actors, and farmer organizations to promote innovative, climate-resilient agricultural practices.
- Ensure gender equality, youth empowerment, and environmental sustainability are integrated into all agricultural interventions.

### **D. Coordination and Advisory Role**

- Support integration of digital advisory tools and e-voucher platforms to enhance input access and extension services.
- Contribute to the development of Annual Work Plans and Budgets (AWPBs) and ensure timely reporting on agricultural components.
- Collaborate with the M&E Specialist to track performance indicators, document lessons learned, and inform adaptive management.
- Work closely with the Agribusiness Development Specialist to align production systems with market demand and value addition opportunities.

### **E. Other Duties**

- Undertake any other duties assigned by the NPC

### **3. Academic Qualifications**

- A Bachelor's degree in Agriculture, Agricultural Economics, Agribusiness, Rural Development, or a closely related field from a recognized university.

### **4. Applicable Professional Experience**

- Minimum of seven (7) years of continuous experience in agricultural development, including at least three years in a senior management role within GoK/Development Partner-funded programmes.
- Demonstrated expertise in value chain development, climate-smart agriculture, and rural livelihood enhancement.
- Ability to provide support and input to the development of the Early Warning Systems (EWS) at field level, including market monitoring, weather data monitoring to track climate-related risks with a focus on enhancing quality, accessibility, and integration of early warning climate related information to beneficiaries.
- Proven experience working within Kenya's devolved governance structures and familiarity with county-level agricultural policies and planning frameworks.



## **5. Competencies and Skills**

- Strong analytical and strategic thinking skills, with the ability to translate field realities into actionable programme strategies.
- Excellent report writing, presentation, and stakeholder engagement skills.
- Proficiency in MS Office Suite and statistical/data analysis software such as SPSS, STATA, Kobo Toolbox.
- Skilled in participatory approaches including PRA, PLA and community mobilization.
- Ability to mentor multidisciplinary teams, manage competing priorities, and deliver results under pressure.

**Position Title: Nutrition and Social Inclusion Specialist**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

### **1. Job Purpose**

The Nutrition and Social Inclusion Specialist will lead the integration of nutrition-sensitive and socially inclusive approaches across all INReMP components. The role focuses on improving dietary diversity, promoting equitable access to programme benefits, and ensuring that women, youth, persons with disabilities (PWDs), Indigenous Peoples (IPs), and other marginalized groups are meaningfully engaged in programme planning, implementation, and decision-making. The Specialist will work closely with technical teams to ensure that interventions contribute to improved nutrition, social equity, and sustainable livelihoods.

### **2. Key Responsibilities**

#### **A. Nutrition-Sensitive Approaches**

- Design and oversee nutrition-sensitive agricultural interventions, including promotion of nutrient-dense crops, kitchen gardens, and improved post-harvest handling practices.
- Collaborate with Agronomist and Livestock Specialist to integrate nutrition education into farming.
- Conduct nutrition assessments and monitor dietary diversity and food consumption patterns among target households.

- Support development of nutrition-sensitive value chains and facilitate nutrition education campaigns using culturally appropriate behavior change communication (BCC) strategies.

## **B. Social Inclusion and Equity Advocacy**

- Develop and implement strategies to ensure equitable participation and benefit-sharing among women, youth, PWDs, PLWHAs, IPs, and other vulnerable groups.
- Work with Community Development Specialist to address structural barriers to access such as land tenure, financial inclusion, decision-making.
- Ensure that programme guidelines such grants, training and targeting reflect inclusive principles and prioritize marginalized populations.
- Promote use of gender-transformative methodologies such as Gender Action Learning Systems (GALS) and youth-sensitive approaches in community engagement and planning.

## **C. Capacity Building and Community Awareness**

- Advocate for inclusive and nutrition-sensitive policies with county governments and relevant stakeholders.
- Support the development and dissemination of inclusive training materials and toolkits.
- Contribute to donor reports and programme communications, highlighting cross-cutting impacts and innovations.
- Train project staff, county teams, and implementing partners on nutrition-sensitive agriculture, gender equality, disability inclusion, and participatory tools.

## **D. Monitoring, Learning, and Reporting**

- Collaborate with M&E Specialist to develop and track indicators for nutrition and social inclusion outcomes.
- Document success stories, lessons learned, and best practices to inform adaptive management and knowledge sharing.

## **E. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Bachelor's degree in Nutrition, Public Health, Agricultural Sciences, Social Sciences, Gender Studies, Community Development, or a related field from a recognized institution.

### **4. Applicable Professional Experience**

- Minimum of seven years of progressive experience in nutrition programming and social inclusion, with at least five years in a senior role within GoK/Development Partners-funded rural development projects
- Proven expertise in mainstreaming gender, youth, and disability inclusion in agriculture, livelihoods, or natural resource management programmes.
- Strong technical knowledge of nutrition-sensitive agriculture, dietary diversity, and behavior change communication.
- Familiarity with Kenya's nutrition and social protection frameworks (e.g., National Nutrition Action Plan, Social Protection Policy).
- Experience working with diverse stakeholders including NGOs, government agencies, and community-based organizations.

### **5. Competencies and Skills**

- Proficiency in participatory methodologies and gender-transformative tools.
- Excellent facilitation, training, and stakeholder engagement skills.
- Strong analytical and reporting skills; proficiency in MS Office and qualitative data tools.
- Fluency in English and Kiswahili; knowledge of local languages in target counties is an asset.
- Ability to travel extensively and work in rural and remote settings.
- Commitment to equity, inclusion, and community empowerment.

**Position Title: Cooperative Development Officer**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

### **1. Job Purpose**

The Cooperative Development Officer will be responsible for strengthening the climate-resilient livelihoods and natural resource governance through inclusive, community-driven approaches. The Cooperative Specialist will provide strategic and technical support to strengthen cooperative development and sustainability across programme counties.

### **2. Key Responsibilities**

#### **A. Community-Based Producer Organizations and Cooperatives**

- Conduct baseline assessments of existing cooperatives and producer organizations.

#### **B. Cooperative Management and Business Development**

- Provide technical assistance on governance, financial management, and compliance.
- Facilitate training on cooperative law, leadership, and enterprise development.
- Collaborate with county teams, extension officers, and other PCMU specialists in the implementation of programme activities.

#### **C. Monitoring, Compliance, and Knowledge Sharing**

- Monitor cooperative performance and report on progress, risks, and opportunities.
- Ensure integration of gender, youth, and social inclusion in cooperative activities.
- Develop cooperative strengthening strategies aligned with INReMP objectives.

#### **D. Finance and Investment Opportunities**

- Support linkages between cooperatives and value chain actors, including financial institutions.

#### **E. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Bachelor's degree in Cooperative Development, Agricultural Sciences, Rural Development, or related field from a recognized institution.

#### **4. Applicable Professional Experience**

- A minimum five (5) years of experience in cooperative strengthening, three of which must be in a senior management position and preferably in GoK/development partner-funded programmes.
- Proven track record in training, institutional development, and value chain integration.
- Familiarity with principles and practices of cooperative development that promote integration farmer organizations in the management of natural resources.
- Strong interpersonal, facilitation, and report-writing skills.

#### **5. Competencies and Skills**

- Strong interpersonal, facilitation, and report-writing skills.

**Position Title: National Government Administration and INReMP Liaison Officer**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

##### **1. Job Purpose**

The National Government Administration and INReMP Liaison Officer will serve as a critical interface between the PCMU, National Government institutions, county-level stakeholders, and Development Partners. The Officer will ensure strategic alignment of INReMP activities with national policies, facilitates high-level coordination, and support timely communication and reporting to stakeholders. This role is pivotal in maintaining programme visibility, coherence, and responsiveness across governance levels. The Officer will serve as the institutional bridge between top management of the Government and the PCMU. The Officer shall be effective in the coordination between the Ministry and the PCMU to ensure policy alignment, institutional support, and strategic oversight, and facilitate this visibility interface by ensuring smooth communication, reporting, and follow-up on programme matters.

##### **2. Key Responsibilities**

###### **A. Coordination between INReMP and National/County Government Structures**

- Facilitate linkages between PCMU and national Ministries, Departments and Agencies, and Development Partners.

- Support institutional strengthening initiatives and capacity building at national level.
- Liaise with relevant Directorates/Divisions and support services to towards seamless Programme implementation.

## **B. Policy Guidance and Compliance**

- Support alignment of INReMP activities with national development priorities and sectoral strategies.
- Monitor policy developments relevant to INReMP and advise the PCMU on implications.
- Facilitate integration of INReMP lessons into national policy frameworks and planning cycles.

## **C. Stakeholder Engagement, Conflict Resolution and Community Mobilization**

- Organize and support national, regional and county-level stakeholder consultations, policy dialogues, and technical working groups.
- Represent the programme in inter-ministerial and donor coordination forums.
- Maintain a stakeholder engagement log and track follow-up actions.
- Coordinate logistical arrangements for high-level meetings, missions, and stakeholder engagements.

## **D. Monitoring, Reporting, and Communication**

- Act as the primary contact point for INReMP matters in the Ministry.
- Ensure timely dissemination of programme updates, Memos, policy briefs, and strategic documents to the top management and wherever else required.
- Maintain a dashboard of key programme milestones, decisions, and pending actions in supporting visibility and documentation of INReMP achievements within Ministry platforms.
- Contribute to the preparation of consolidated progress reports, donor briefs, and government submissions.
- Support the National Programme Coordinator in preparing presentations and policy notes for high-level meetings.
- Ensure consistency in messaging and branding across programme communications while supporting integration of INReMP activities into Ministry planning, budgeting, and reporting frameworks.
- Tracking and following up on Ministry-level decisions, approvals, and correspondence among others in Government, Development Partners and other Programme stakeholders related to INReMP.

- Facilitate communication between the PCMU and the top management of the Ministry, including scheduling briefings, meetings, and updates

## **F: Other Duties**

- Undertake any other duties assigned by the NPC.

## **3. Academic Qualifications**

- A Bachelor's degree in Public Policy, Development Studies, Natural Resource Management, Agricultural Information Management, International Relations, Economics, Agricultural Sciences or related field from recognized university.
- Must have undergone at least a 6-weeks course in Strategic Leadership Development Programme from a recognized Institution.
- Any postgraduate specialization in Communication, Public Relations, and any related qualifications is an asset.

## **4. Applicable Professional Experience**

- Minimum of seven (7) years' experience in government liaison, coordination of Development Partners.
- Must have undertaken a certificate course in Strategic Leadership Development Programme lasting not less than six weeks from recognized institution.
- coordination and management of GoK/donor-funded programme/project management with at least five years in a senior role within GoK/Development Partners-funded rural development projects.
- Demonstrated excellence in analyzing policy issues, collecting information for reporting, coordinating services, and providing advice to Programme management and staff.
- Familiarity with IFAD or any other Development Partner-funded programme modalities is an asset.

## **5. Competencies and Skills**

- Proven ability to navigate complex institutional environments and build strategic partnerships.
- Excellent communication, diplomacy, negotiation, analytical and organizational skills with a strong command of Kiswahili and English, along with a limited but operational knowledge of at least one other foreign language is an asset.
- Proficiency in Microsoft Office and digital collaboration tools.

**Position Title: Knowledge Management Officer and Communications Officer**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

## **1. Job Purpose**

The Knowledge Management Officer will work under the M&E 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.

## **2. 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.

## **3. Academic Qualifications**

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

## **4. 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.

## **5. 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.

**Position Title: Monitoring and Evaluation Officer**

**Duty Station: PCMU Eldoret**

**Reporting to: National 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.

**2. 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.

### **E. Other Duties**

- Undertake any other duties assigned by the NPC.

## **3. 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.

## **4. 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.

## **5. 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.

**Position Title: ICT Officer**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

## **1. Job Purpose**

The ICT Officer will provide first-line technical support to ensure the smooth functioning of INReMP's ICT systems, equipment, and digital platforms. The role includes hardware and software maintenance, user support, and assistance in implementing digital solutions for project activities. The ICT Assistant will work closely with project staff and service providers to maintain system reliability, data security, and operational efficiency.

## **2. Key Responsibilities**

### **A. ICT Infrastructure Maintenance and User Support**

- Install, configure, and maintain computer hardware, software, printers, and network systems.
- Maintain an up-to-date inventory of all ICT equipment and licensed software.
- Coordinate repairs and servicing of faulty equipment with approved service providers.

### **B. Database and System Support**

- Troubleshoot and resolve ICT-related issues for project staff in a timely and professional manner.
- Perform routine maintenance and updates on ICT equipment to ensure optimal performance.
- Assist in maintaining project databases, digital platforms, and information systems.
- Support implementation and troubleshooting of digital data collection tools (e.g., mobile apps, cloud-based forms).
- Ensure regular data backups, antivirus updates, and system security protocols are in place and functioning.

### **C. Digital Tools for Programme Implementation**

- Provide basic ICT training and orientation to project staff on system use and digital tools.
- Support video conferencing, online meetings, and virtual collaboration platforms.

#### **D. Information Security and Network Administration**

- Maintain ICT documentation, user manuals, and troubleshooting guides.
- Set up and manage user accounts, email systems, and access permissions.

#### **E. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Bachelor's Degree in Information Technology, Computer Science, or a related field from a recognized institution.
- Professional ICT certification such as CCNA, CompTIA A+, ITIL is an added advantage.

### **4. Applicable Professional Experience**

- Minimum of five (5) years of experience in ICT support, preferably within development or institutional settings.
- Experience in setting up and maintaining computer networks, servers, and user systems.
- Familiarity with database systems, cloud platforms, and digital tools for field data collection.
- Proficiency in Windows and Linux operating systems, and basic scripting or automation tools.
- Understanding of network protocols, cybersecurity principles, and data protection standards.

### **5. Competencies and Skills**

- Strong troubleshooting and problem-solving skills across hardware, software, and network environments
- Good communication, interpersonal, and customer service skills.
- Ability to work independently and respond to support requests.

**Position Title: Procurement Assistant**

**Duty Station: PCMU Eldoret**

**Reporting to: Programme Procurement Specialist**

## **1. Job Purpose**

The Procurement Assistant will support the implementation of INReMP's procurement processes in accordance with GoK and IFAD procurement guidelines. The role involves assisting in the preparation of procurement documents, maintaining accurate records, and ensuring compliance with procurement procedures. The Procurement Assistant will work closely with finance and programme teams, suppliers, and service providers to facilitate timely and transparent acquisition of goods, works, and services.

## **2. Key Responsibilities**

### **A. Procurement Planning and Documentation**

- Maintain and update the procurement tracking system and procurement plan.
- Prepare periodic procurement status reports for internal review and donor reporting.
- Ensure adherence to GoK and IFAD procurement guidelines, including the Public Procurement and Asset Disposal Act (PPADA).
- Assist in the preparation of procurement reports and documentation for audits and reviews.

### **B. Tendering and Bidding Processes**

- Assist in the preparation of bidding documents, requests for quotations (RFQs), and tender notices.
- Support tender opening, evaluation, and documentation of proceedings.

### **C. Supplier and Contract Management Support**

- Ensure proper filing and archiving of all procurement documents, including bid submissions, evaluation reports, and contracts.
- Maintain an up-to-date supplier database and contract register.
- Liaise with suppliers and service providers to ensure timely delivery and contract compliance.

#### **D. Compliance and Reporting**

- Support procurement audits by providing required documentation and responding to queries.

#### **E. Logistical and Administrative Support**

- Process purchase orders and payment requests in coordination with finance and programme teams.
- Coordinate logistics for procurement committee meetings, including scheduling and documentation.
- Provide administrative support to the Procurement Specialist and contribute to procurement planning.

#### **F. Other Duties**

- Undertake any other duties assigned by the NPC.

### **3. Academic Qualifications**

- Diploma in Procurement, Supply Chain Management, Business Administration, or a related field.
- A valid professional certification in procurement (e.g., CIPS, KISM) is an added advantage.

### **4. Applicable Professional Experience**

- Minimum of five years of experience in procurement or supply chain management, preferably within a similar GoK/donor-funded projects.
- Familiarity with public procurement procedures and donor procurement frameworks.
- Knowledge of the Public Procurement and Asset Disposal Act (PPADA) and related regulations.

### **5. Competencies and Skills**

- Proficiency in MS Office (especially Excel and Word) and procurement software or Enterprise Resource Planning systems.
- Strong organizational, documentation, and record-keeping skills.
- High level of integrity, attention to detail, and ability to meet deadlines.
- Good communication and interpersonal skills.

**Position Title: Programme Assistant**

**Duty Station: PCMU Eldoret**

**Reporting to: National Programme Coordinator**

## **1. Job Purpose**

The Programme Assistant reports directly to the NPC and 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 Programme Assistant will contribute to the day-to-day functioning of the programme office and support planning, reporting, and stakeholder engagement processes. Reports directly to the Programme Coordinator or designated Technical Specialist. Works closely with all project teams across components. Interacts with county government officials, implementing partners, and service providers.

## **2. Key Responsibilities**

### **A. Administrative and Logistical Support**

- Organize meetings, workshops, and field visits, including preparation of agendas, participant lists, and minutes.
- Coordinate travel arrangements for project staff, consultants, and stakeholders.
- Manage office supplies, stationery, and equipment inventory.
- Support procurement processes by preparing documentation such as requisitions, quotations, and delivery notes.
- Serve as a liaison between field offices and the programme headquarters.
- Support community engagement activities and mobilization efforts as required.

### **B. Documentation, Communication and Knowledge Support**

- Facilitate communication between technical teams, implementing partners, and county government officials.
- Maintain an efficient filing system for project documents in both hard and electronic formats.
- Handle project correspondence, scheduling, and internal communications.
- Assist in compiling project reports, presentations, and briefing materials.
- Maintain up-to-date contact lists of stakeholders, partners, and service providers.



- Support data collection and entry for monitoring and evaluation (M&E) purposes.

#### **D. Other Duties**

- Any other duties as may be assigned by the Supervisor.

#### **3. Academic Qualifications**

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

#### **4. Applicable Professional Experience**

- Minimum of seven (7) 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.

#### **5. Competencies and Skills**

- 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.

**Position Title: Office Assistant**

**Duty Station: PCMU Eldoret**

**Reporting to: National 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. Working closely with all project staff across departments, the Office

Assistant will contribute to a professional and welcoming office atmosphere for staff, visitors, and stakeholders.

## **2. Key Responsibilities**

### **A. Office Administrative Support and Cleanliness**

- Ensure cleanliness and tidiness of office premises, including workspaces, meeting rooms, and common areas.
- Monitor and manage office supplies, notifying the supervisor when replenishment is needed.
- Maintain basic office equipment and promptly report any malfunctions or service needs.
- Assist in basic data entry tasks under supervision.

### **B. Clerical and Messenger Duties**

- Assist in setting up meeting rooms, training venues, and workshop spaces.
- Handle incoming and outgoing mail, packages, and courier services.
- Photocopy, scan, and file documents as requested by project staff.
- Run office errands, including delivery and collection of documents and supplies.

### **C. Hospitality and Front Office Support**

- Receive and direct visitors courteously and professionally.
- Maintain a visitor log book and ensure accurate records of office access.
- Prepare and serve tea/coffee for staff and visitors as needed.
- Answer and route phone calls to appropriate staff.

### **D. Other Duties**

- Any other duties as may be assigned by the Supervisor.

## **3. 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.

#### **4. Applicable 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.

#### **5. Competencies and Skills**

- 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.

#### **Position Title: Drivers (5 Positions)**

#### **Duty Station: PCMU Eldoret**

#### **Reporting to: National Programme Assistant**

##### **1. Job Purpose**

The Drivers are 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.

##### **2. Key Responsibilities**

###### **A. Safe and Efficient Transportation**

- Drive and maintain project vehicles safely and responsibly in accordance with traffic laws and programme protocols.
- Transport staff, consultants, and project materials to and from field sites, meetings, and official engagements
- Assist in loading and unloading project materials and equipment.
- Maintain a valid BCE class driving license and Certificate of Good Conduct.

## **B. Vehicle Care and Maintenance**

- 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. Logbook and Records Management**

- Maintain accurate trip records, logbooks, and fuel usage reports.
- Comply with INReMP's transport policies and donor vehicle usage guidelines.

## **D. Protocol and Support to Programme Operations**

- Ensure punctuality and reliability in all assigned transport duties.
- Ensure proper use of safety equipment (e.g., seat belts, fire extinguishers, first aid kits).
- Adhere to all security protocols for vehicle use, passenger safety, and asset protection.
- Comply with INReMP's transport policies and donor vehicle usage guidelines.

## **F. Other Duties**

- Any other duties as may be assigned by the Supervisor.

## **3. 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.

## **4. Applicable 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.

## **5. Competencies and Skills**

- Adequate vehicle maintenance and troubleshooting knowledge.
- Excellent communication and interpersonal skills.
- High level of integrity, courtesy discretion, and professionalism.