



ADRA Kenya
Adventist Development and Relief Agency Kenya
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ADRA Kenya **Terms of Reference (ToR): Project Officer**

1. Assignment Information

Assignment Title	Project Officer
Project	Sustaining Community Actions for Livelihood Enhancement (SCALE) Project
Cluster/Sector	Livelihoods
Contract Period	One year, renewable
Contract Type	Regular
Duty Station	Turkana Central, Lodwar

2. About ADRA Kenya

ADRA Kenya (the Adventist Development and Relief Agency Kenya) is a faith-based agency that strives to demonstrate God's love and compassion. We work to change the lives of people in need so profoundly so that they can help themselves and create positive change around them.

3. Project Description

The Sustaining Community Actions for Livelihood Enhancement (SCALE) in Turkana central sub-seeks to strengthen livelihoods and improve food security for women, girls, and other vulnerable members of pastoral community households most affected by climate-related shocks by enhancing climate-resilient agricultural and pastoral livelihoods, promoting alternative off-farm enterprises, including value addition, marketing and village savings and loans schemes while also enhancing decision-making and leadership abilities and opportunities for women and other vulnerable groups both at household and community levels.

4. Scope of Work

The Project Officer provides technical leadership and oversees the day-to-day management and coordination of the SCALE project at the field level in Turkana County. In addition to this, they are responsible for planning and effectively implementing project activities aimed at enhancing food security and strengthening the resilience of targeted communities in Turkana Central against the effects of crises, in line with the project proposal. The role works in close collaboration with implementing partners and relevant government departments to ensure efficient planning, execution, and support of all project interventions.

5. Specific Tasks

I. Project Planning, Implementation, and Accountability

- Lead the timely planning and implementation of project activities through the development of Annual Work Plans, Detailed Implementation Plans (DIPs), Monthly Activity Schedules, and Procurement Plans.

- Ensure effective, timely, and quality execution of project activities within approved timeframes and budgets.
- Take the lead in community mobilization and sensitization as per the planned project activities.
- Monitor and support timely and appropriate utilization of budgeted resources for project interventions, ensuring efficiency, accountability, and compliance with donor and ADRA Kenya guidelines.
- Identify and manage project risks, communicating emerging issues and mitigation measures promptly to the Programs Department.
- Develop strategic innovations that enhance project sustainability and potential for scale-up or future funding.
- Ensure that project quality standards and accountability mechanisms are upheld throughout implementation.

II. Staff Supervision and Capacity Development

- Supervise the assigned technical and support staff within the project.
- Guide, mentor, and coach project team members to ensure quality planning, execution, monitoring, and reporting.
- Set performance targets and key indicators aligned to project objectives and conduct regular performance appraisals.
- Identify staff training and capacity-building needs and propose interventions to the Programs Department.
- Foster effective internal communication, teamwork, and positive behavioural conduct within the project team.

III. Monitoring, Evaluation, Reporting, and Learning (MERL)

- Monitor the implementation progress against project outputs, outcomes, and indicators.
- Compile and submit high-quality and timely project reports (monthly, quarterly, semi-annual, annual) in line with donor and ADRA Kenya requirements.
- Document lessons learned, best practices, and success stories to inform future programming.
- Prepare and implement project exit and transition plans in consultation with stakeholders.

IV. Stakeholder Engagement and Partnership Building

- Map, document, and regularly update information on key stakeholders relevant to the project.
- Establish and maintain effective working relationships with local government departments, implementing partners, and community structures.
- Engage County partners and stakeholders strategically to enhance coordination and resource sharing.

- Represent ADRA Kenya in relevant County and multi-agency forums, including County Steering Groups (CSGs) and planning meetings.
- Foster strategic partnerships with government ministries, civil society organizations, and community-based groups to strengthen synergies and complementary programming.

V. Communication, Visibility, and Documentation

- Ensure proper documentation, safe keeping, and filing of all project records (agreements, budgets, reports, change requests, evaluations, etc.) with digital backups on the office cloud server.
- Support project communication initiatives to keep stakeholders informed about project objectives, progress, and achievements.
- Lead the documentation and dissemination of project success stories, case studies, and human-interest stories with photos.
- Prepare articles and visual content that enhance the project’s visibility and contribute to ADRA Kenya’s public communication efforts.
- Support the development of technical publications, learning products, and other knowledge-sharing materials.

VI. Proposal Development and Other Duties

- Contribute to the design and development of new concept notes and funding proposals related to project themes.
- Participate in the review of technical approaches and lessons that inform new programming.
- Perform any other duties as assigned by supervisor in line with the project’s objectives and ADRA Kenya’s mission.

6. Desired Competencies and Minimum Qualifications

Education	University bachelor’s degree in Agriculture, Agroforestry/Environmental Studies, Horticulture, Project Management or any other related field.
Experience	<input type="checkbox"/> At least three (3) years’ experience in project management or implementation focusing on dryland farming (particularly among the pastoralists) and documentation of lessons from project interventions. <input type="checkbox"/> A good understanding of the social-economic and environmental dynamics of the ASAL counties, of Kenya particularly, Turkana County.
Competencies	<input type="checkbox"/> Proven ability to plan, organize and effectively implement activities. <input type="checkbox"/> Proven experience in participatory processes and in facilitating dialogue among and between communities, development partners, the private sector, civil society, and government on sensitive matters. <input type="checkbox"/> Quality report writing skills
Desired Skills/ Capabilities	<input type="checkbox"/> Ability to coordinate and work in teams, as well as in complex environments, including appropriate team mentorship and coaching <input type="checkbox"/> Strong communication and advocacy skills. <input type="checkbox"/> Excellent written, oral and interpersonal skills.

	<ul style="list-style-type: none"><input type="checkbox"/> Fluency in written and spoken English and Kiswahili (knowledge of the local Turkana Language will be an added advantage).<input type="checkbox"/> Willingness to undertake fieldwork in and/or travel to remote areas of Turkana County<input type="checkbox"/> Computer Literacy (Microsoft Office, Database Skills)
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7. Application Procedure

Suitably qualified and interested candidates should submit their applications through www.adrakenya.org/get-involved/join-our-team by **November 30, 2025**, at **5.00 PM**. Applications sent through e-mail, or any other means will **NOT** be accepted.

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks, including a criminal records disclosure.