

## JOB ADVERTISEMENT FOR FOOD SECURITY & LIVELIHOOD MANAGER

### Position description

**Job title:** Food Security & Livelihood Field Manager

**Job Location:** Rubkona County

**Reports to:** Head of Programs and Resource Mobilization

### Job Summary

The Livelihood and Food Security Manager will lead the implementation of all Livelihood and Food Security activities under the supervision of the Director of Programs and Resource Mobilization. The FSL Manager will cooperate with key program support functions, including security, finance, HR, administration, logistics, and procurement in order to ensure smooth implementation of FSL activities and will also be responsible for donor coordination, program development, and reporting.

The FSL Manager will ensure a high level of accountability for CH's resources, will promote technical excellence in programming, and will identify other needs and programming opportunities as appropriate.

### KEY RESPONSIBILITIES

#### Program Management

- Lead the field-level implementation of activities using appropriate CH project management tools to plan, review and track progress and quality by the project team with guidance from the Director of Programs and Resources Mobilization.
- Manage the implementation of FSL program and ensure timely and high quality Programme delivery against planned targets
- Coordinate and manage FSL project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
- Regularly monitor field-level activities and work with other local partners to resolve obstacles to timely, quality, and accountable implementation. Proactively raise issues with supervisors as appropriate.
- Assist in identifying and developing new needs/growth opportunities and/or opportunities for strategic partnerships or synergies between CH projects or between CH and other agencies.
- Develop clear and measurable work plans for staff and create and maintain a system that manages staff progress within these work plans.
- Contribute in the development of advocacy materials related to FSL
- Directly supervise the Project staff, including setting and supporting their progress towards their annual performance/development goals, with support

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8-Jan 2024

from the Program Coordinators, Head of Programs and Resources Mobilization, and Human Resources department.

- Ensure capacity building of project staff and transfer key skills
- Line management for Food Security and Livelihoods project staff (project officers, Project Assistants, Extension workers and volunteers).

### **MEAL and Reporting**

- Work with the M&E manager to manage the project Monitoring, Evaluation, Accountability, and Learning (MEAL) plan, with particular emphasis on accountability and transparency. Lead in-field learning events, debriefs, etc. and ensure documentation and sharing of lessons learned. Ensure prompt collection, analysis, and sharing of all project data.
- Provide regular progress reports to the Director of Programs and Resources Mobilization and the M&E Manager
- Manage the project's Protection Mainstreaming plan.
- Work with the M&E Manager to conduct periodic reviews of paper vouchers, market supply, vendors, etc. to check against electronic reports.
- Draft timely and high-quality donor narrative reports, indicator tracking tables, baseline and final evaluation reports, as well as other reports needed/required by donors and or CH headquarters management.

### **Information Management**

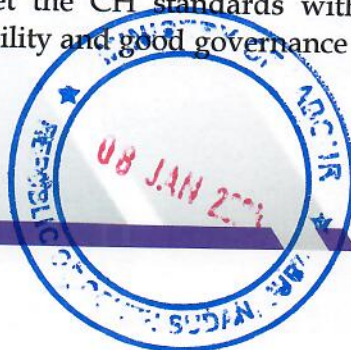
- Monitor the data collection related to beneficiaries, CH's selection of households and the tracking of FSL assistance to beneficiaries
- Ensure effective systems regarding database management and security are in place and maintained in accordance with CH's policies and guidelines and best practices.
- Ensure data gathering is done according to the latest sector standards and results of lessons learned are integrated into the project
- Exchange best practices with other actors working in data collection

### **Staff Management**

- Line-manage staff of the assigned project(s), including day-to-day management, development and training, performance reviews, etc. It may also be necessary to line manage other project staff, i.e. enumerators
- Facilitate regular meetings to assist information sharing between project staff, to ensure all staff members are aware of project objectives and current work plans and to provide the opportunity for feedback
- Provide coaching and technical supervision to staff in order to develop ownership and full responsibility for project activities
- Assess the training needs of staff and ensure that appropriate training is conducted

### **Financial Management**

- Manage the budget for the assigned project(s) and ensure all expenses are according to budget and meet the CH standards with regard to financial management, including accountability and good governance



- Analyze budget vs. actual (BvA) data on a monthly basis and adjust spending accordingly
- Support the team where needed in the selection, the set-up and management of cash assistance modalities for the project, in alignment with sector standards.
- Prepare the cash needs forecast for the project on a monthly basis
- Work closely with the finance department to ensure that payments to a third-party transfer/distribution agency are done in a timely manner

### Communication and Coordination

- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned team, CH in-country managers and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships
- Participate in CH internal training, as required, representing CH and feeding back to staff on relevant issues
- Coordinate with the sub-national and national S/NFI cluster and working groups to ensure that CH strategy and implementation is in line with the national strategy and other actors
- Coordinate in relevant coordination / cluster meetings and working groups, and feedback relevant information to the respective line manager and the Project team

### Logistics & Procurement

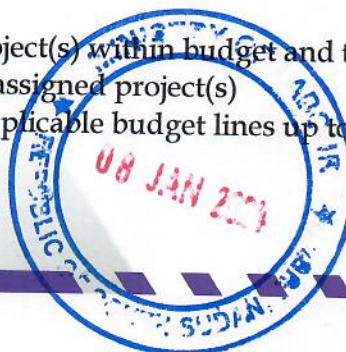
- Assist in the development of a procurement plan for the project, in cooperation and coordination with the line manager and the procurement and logistics department, which is to be reviewed and updated regularly
- Prepare and submit purchases requests in accordance with the procurement plan
- Liaise, as necessary, with the logistics and finance staff to ensure items are procured, transported, stored, managed and accounted for correctly
- Ensure project staff comply with logistics procedures
- Ensure equipment assigned for the project is used properly, accounted for and stored securely

### Quality Management

- Promote and use the CH intranet, Box, Portfolio and other operating procedures, ensuring that all standardized formats are used and guidelines are followed
- Ensure projects are implemented in line with donor proposals and requirements and in accordance with CH, donor, country and international standards.
- Regularly review data and documentation produced by the WASH and S/NFI team and provide trainings as required

### Delegated Responsibilities

- Implementation of the assigned project(s) within budget and the agreed timeframe
- Management of the budget for the assigned project(s)
- Authorization of expenditure on applicable budget lines up to delegated amount



- Line management of assigned staff, including, performance monitoring, disciplinary action, etc.
- Management of the technical aspects of the assigned project(s), including staff knowledge and performance
- Representation of CH at meetings and through relationships with external partners (e.g. community leaders, local and national government officials, UN agencies and other NGOs)

### Person specification

#### a) Education & Experience

- Degree I Agriculture/ Agribusiness/ agricultural economics,
- At least 3 years' program management experience; previous experience managing emergency/recovery projects within an NGO setting.
- Experience with capacity strengthening and partnership building, especially with local partners.
- Experience in microfinance, Village savings and lending, cooperative societies/ SACCOs capacity building is an added advantage
- Demonstrated experience in program design (including proposal development), implementation, monitoring and evaluation

#### c). Core competencies

- Demonstrated strong ability with project grants management, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc.
- Commitment to the aims and principles of CH. In particular, a good understanding of the CH mandate and an ability to ensure this continues to underpin our support
- Knowledge of monitoring and evaluation
- Knowledge of institutional donors and experience of developing proposals
- Ability to write clear and well-argued assessment and project reports
- Demonstrated written and oral communication skills
- Demonstrated budget and expense management skills
- Demonstrated project cycle management skills, inclusive of work plan, timeline, deliverables, and budget tracking and course correction
- Excellent command of English (both written and spoken)
- Strong computer skills (MS Word, Excel, and Power Point)
- Extensive conceptual skills including development of viable program strategies
- Knowledge of Sphere emergency guidelines, including MEAL guidelines and best practices.

#### d). Behavioral Competencies

- Ability and willingness to work and live in a challenging and potentially unstable environment.
- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters



- Values diversity, sees it as a source of competitive strength
- Ability to live and function as a leader and team player at a high capacity within a collaborative organizational structure
- Commitment to and proven track record in managing accountable, transparent, and inclusive programming in complex contexts.
- Ability to work independently, but also coordinate effectively as part of a team.
- Ability to lead a multi-cultural team with a high level of respect for local culture.

**NB.** The job duties and responsibility as set out above are not exhaustive and the post holder may e required to carry out additional duties within reasonableness of their level of skills and experience.

Positions shall be filled subject to approval of donor funding for anticipated projects and application submission or invitation to an interview is not an indication of an offer for the position.

Applications to be submitted to [jobs@ch-int.org](mailto:jobs@ch-int.org) or delivered to field office in the respective locations before January 26<sup>th</sup> 2024

