

Project Coordinator – Daisy Project at DanChurchAid (DCA)

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Location: Kenya

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); DanChurchAid's aim is to strengthen the world's poorest people in their struggle for a life in dignity. Our work is based on a Christian view of humanity with respect for every individual's rights and equal worth. DanChurchAid is rooted in the Danish National Evangelical Lutheran Church, but is active wherever we find the need is highest, regardless of religion, gender, political beliefs, race, national or ethnic origins, handicaps or sexual orientation.

The main responsibilities of the Project Coordinator are:

Lead in the **coordination and day to day implementation** of the project including delivery of DCA-led project activities, budget oversight, work planning and reporting. This entails development and execution of detailed implementation plans, having a teaching and facilitative role, partnership engagement, Learning and adaptation (CLA), staff supervision as well as monitoring and evaluation of the project.

Technical lead in **partners capacity building and training** on thematic areas of financial inclusion, enterprise development, community savings and loaning schemes, including content generation, training and follow-up, and support in deployment of training to target project beneficiaries.

Facilitate DCA initiated **innovation** initiatives at the field level in close consultations with the Area Programme Manager, Head of Programme, DCA consortium partners and relevant key stakeholders. These will include digitizing key elements in the pyrethrum value chain

interventions by DCA and partners as well as improving technical solutions in reducing pre & post-harvest losses.

Participate in policy dialogue with relevant Government of Kenya ministries, county government, development agencies, donors, and relevant stakeholders in the sector, including drafting briefings, participating in technical and sectoral meetings, and drafting reports.

Ensure that all financial and narrative reporting (internal and external) is completed in a timely and accurate manner (including quarterly reports covering systems and projects, donor reports, etc.)

Contribute to all aspects of communication and visibility including summarize and disseminate project results; sharing of best practices at conferences and events, contribute to the production of publications and social media posts with collaboration with communication team.

Network and coordinate with other field operational I/NGOs, UN Agencies and County Government and explore/advise on possible areas of collaboration/partnerships to enhance program synergy.

Facilitate, support, and initiate midterm evaluations **/studies/surveys, monitoring and evaluation data collection and other assessments** and generate relevant reports as well as support concept paper development at the field level as part of DCA fundraising efforts. This will include digitization of VSLA groups and linkages with formal financing.

Facilitate/support **collaboration and cross learning** among DCA projects & partners through information sharing, exposure visits and active partner participation in DCA platforms/forums.

Facilitate **logistical arrangements** for DCA staff, consultant field visits and donor visits in consultation with the Area Programme Manager.

Perform any other responsibilities as determined and assigned by the Area Programme Manager from time to time.

Professional Qualifications:

University level education in business, development studies, social sciences, or any other relevant academic qualification.

Technical and demonstrable skills and hands on experience as a master trainer on economic empowerment (including aspects of business and enterprise/market systems development, financial literacy and financial inclusion, responsible business conduct and/or corporate social responsibility).

Demonstrable expertise in agri-business support, organisational capacity development and intensive lobbying and advocacy aimed at enhancing economic empowerment of smallholder farmers.

Good interpersonal skills and a proven team player. Self-driven and results orientated in challenging rural working environments.

Experience in training at field/community level and excellent reporting skills. Excellence in English, oral and written.

Operational knowledge of working in the pyrethrum sub-sector is an added advantage.

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