Job Advertisement

About VI Agroforestry in Kenya.
Vi Agroforestry (Vi-skogen) is a Swedish development cooperation organisation, fighting poverty and climate change through sustainable agriculture and land management based on agroforestry. We do this together with small-holder farming families and farmers’ organisations in Kenya, Tanzania, Uganda. Our head office is in Stockholm Sweden, and a regional office in Nairobi Kenya.

Vi Agroforestry is recruiting a Planning, Monitoring, Evaluation, Reporting and Learning Officer for the Livelihoods Mount Elgon Project at our Country Office in Kitale.

Main responsibilities of the Roles
Reporting to the project manager, the Planning, Monitoring, Evaluation, Reporting and Learning (PMERL) Officer will be responsible for providing technical support and managing the Project’s Information System and Applications (Apps). The officer will be responsible for developing, supporting, and facilitating project data management and monitoring using the different &/ when required developing new monitoring tools.

Key responsibilities include:

1. **M&E and MIS management**
   - Designing, developing, and implementing M&E processes to capture data required for project management.
   - Analysing project data for reporting and informing decision making.
   - Managing users for the MIS & Apps.
   - Carrying out field visits for data quality checks and triangulation to identify possible project implementation risks.

2. **Carbon Monitoring**
   - Ensuring timely data collection.
   - Ensuring consistency and quality of data collected.
   - Ensuring QA/QC procedures are implemented successfully.
   - Supporting project validations and verifications.

3. **Project management**
   - Supporting the project manager in project planning and budgeting of project activities.
   - Identifying data analysis indicators for the app.
   - Monitoring project MIS dashboard to have an overview on daily reported changes.
Participating in the follow up, monitoring and supervision of activities against indicators of the project.
Developing tools to monitor and evaluate the progress and impact of the project.
Documenting lessons learnt from the project.
Developing, implementing, and monitoring clear feedback and communication loop with different project actors including farmers.

4. Team management
- Coordinating information feedback mechanisms.
- Training and supervising the project team on systematic data collection and quality control.
- Training and supporting the project officers on the project’s raw data management.
- Supporting project team in using ICT technologies (MIS, mobile Apps, Dev Indicator); including training them on how to deal with technical difficulties that may arise handling the Apps.

About the preferred Candidate
- You are an environmentalist and have a strong interest in environmental management, agroforestry/ecological agriculture, or related fields.
- You are a person of high integrity.
- Able to meet and deal with others in a courteous and tactful manner.
- Ability to foster and maintain a spirit of unity, teamwork, and cooperation.
- Result-oriented and self-motivated
- Able to handle multiple tasks in a fast paced and changing environment.
- Motivated to work responsibly with little supervision.
- Able to cope with stressful situations.
- Willing and able to travel.
- Ability to multi-task with tight deadlines/schedules and attention to details
- Ability to work independently and as a team as well as high degree of flexibility.

Required qualifications and Skills
- At least Bsc. or equivalent qualifications in GIS/MIS, Project Management, Statistics, or any other relevant course
- At least 3 years’ experience in management information systems and GIS, if possible, in the area of carbon project monitoring, reporting and verification (MRV).
- Previous experience in the agriculture, environment or similar setting is an asset.
- Experience in working with web-based platforms.
- Exposure to working with GPS & Mobile devices.
- Demonstrable analytical, synthesis and critical thinking skills.
- Ability to trouble shoot and solve technical issues and meet the project technological changing needs and requirements.
- Ability to work well in a team setting across cultures and collaboration and excellent interpersonal skills.
- Excellent oral and written communication skills in English and Kiswahili
- Proactive, enthusiastic, and self-driven
- Ability to put into practice the new techniques and knowledge learned.
- High level skills in report writing and presentations.
- Perform other assigned duties.

**Merits**
- Conversant with the concepts of Do No Harm and Conflict Sensitivity
- Project Management certification
- Experience in working in international teams.

**How to apply**
Apply by sending your CV and cover letter to recruitment@viagroforestry.org no later than Monday the 7th of August 2023. Your application documents should be in English.

The employment is a fixed term contract position with a six months’ probation period.

We look forward to receiving your thoughtful application. Your time in preparing your application is much appreciated, however only appropriately qualified candidates of interest will be contacted.

Vi Agroforestry works actively with diversity and inclusion in the organisation. We welcome applicants regardless of sex, gender identity or expression, race, colour, ethnicity, religious belief, political opinion, national extraction, social origin, HIV/AIDS status, age, disability, family responsibilities, sexual orientation, and/or trade union membership or activities.

**For more information:**

Name of Recruiting Manager: Dorcas Munyua – Country Manager Kenya

**Misconduct**
If you want to alert Vi Agroforestry on suspected discrimination, corruption or other serious misconduct during the recruitment process, do not hesitate to use our whistle blowing system: https://report.whistleb.com/en/viagroforestry