



<https://jobs.eagmark.net/job/food-security-livelihood-fsl-assistant-maternity-cover/>

### Description

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 50 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Cambodia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, HeadQuarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

In Kenya, Action Against Hunger has been present in Kenya since 2001 and is a transformative leader in nutrition security for improved quality of life among vulnerable communities. Action Against Hunger wants to contribute to the optimal functional performance of National, County, and Community systems through strategic partnerships for innovative nutrition-sensitive and nutrition-specific interventions to achieve its impact. The organization recognizes gender equality as central to its core strategy towards the realization of effective and sustainable outcomes on nutrition, WASH and surveillance interventions. Action Against Hunger is currently implementing activities in West Pokot, Mandera, Samburu, Isiolo, Trans Nzoia, Kakamega, Bungoma and Busia counties.

### Summary of position

· FSL Project Assistant will be responsible for providing of technical aspects of Food Security and Livelihoods activities on behalf of the program under the supervision of the Senior FSL Officer. The main roles and in consultation with the Program officer-FSL and the county government technical teams in matters; designing, planning, implementing (technical oversights), monitoring and reporting on the Program FSL activities.

### Responsibilities

The role of FSL Assistant has the following purpose, engagement and delivery:-

#### Purpose:

· The role of the FSL Project Assistant will be to carry out community assessments to identify needs, technical surveys, liaise with the County Departments and implement group training on Good Agriculture Practices (GAP), Climate Smart Agriculture (CSA), livestock management, financial skills, group dynamics etc. and emergency intervention where required. Ensure linkage, synergies and complementarity with other sectoral interventions, i.e. Nutrition, WASH as well as proper coordination, consultation and information sharing with partners.

· Represent Action Against Hunger in all coordination at the county and sub-county level, collaborate with other implementing partners, INGO, UN bodies and the local communities to ensure successful implementation of project activities without duplication and resource wastage and smooth running of the projects.

#### Engagement:

Food Livelihood Assistant (Cover) Security (FSL) (Maternity)

#### Hiring organization

Action Against Hunger

#### Employment Type

Full-time

#### Industry

Humanitarian & Agriculture

#### Job Location

Mandera, Kenya

- Work in collaboration with the communities, local leaders, elders and local authorities at all stages of project implementation and represent Action Against Hunger towards partners at the field level when necessary: NGOs, local authorities, UN bodies and community representation (elders, chiefs etc).
- Collaborate with senior FSL Officer, Program Manager, all Project officers and other department field teams to contribute to defining technical strategy when required to ensure the projects are integrated.

**Delivery:**

Work with the Senior FSL Officer to prepare progress reports, quarterly donor reports, proposals development, Program reports and project procurement plan and contributes to survey reports

Compile program reports on a timely basis in liaison with other program staff; Weekly SitRep, Monthly (statistical and narrative), Quarterly and annual donor reports.

**I. Essential job functions**

- In coordination with the FSL Senior Project Officer, M&E officer and county teams, participate in the design and conduct all baseline assessments, surveys, and follow-up assessments
- Ensure that all beneficiaries and assessment data are kept organized and in an accessible manner
- To establish a positive and cohesive working relationship with the community and direct beneficiaries of the project and strive to listen particularly women beneficiaries inputs
- To support the County government to clearly understand the objectives, requirements and provisions of the projects
- To improve the participation of the beneficiaries in the decision-making process through management committees, appointed leaders, regular information sessions and administrative structures
- Support the county teams train and monitor food security activities in the field
- Create linkages with women groups to financial institutions, farmers associations, cooperatives, social services and private partnerships etc.
- To ensure the effective implementation of monitoring of activities in the area of operation:
  - By working closely with the Senior FSL Program Officer, regularly monitor and evaluate Food Security and Livelihoods projects performance and provide timely inputs, feedback and impact of the ACF Food Security and Livelihoods interventions
- Establish a positive and cohesive working relationship with the community and direct beneficiaries of the project
- Document human interest stories and lessons learnt on a quarterly basis

## **II. Supervisory Responsibilities**

- FSL Project Assistant position has no reporting line to manage

## **III. Fiscal Responsibility**

- Prepare cash forecast in liaison with the other Project Officer in line with the work plans
- Ensure the expenditure is as stipulated in the budget lines and strict adherence to the budget limits
- Propose anticipated budget realignment in discussion with Project Officer
- In liaison with the Project Officer, monitor budget spending in line with spending plan; ensure diligence in grants utilization including timely spending and value for money.
- Support the Project Officer in monthly budget reviews and suggesting amendments to the finance team

## **VI. Physical Demands**

- While performing the duties of this job, the employee is required to travel for long distance in the community therefore require being flexible, work under pressure and work beyond working hours.

## **V. Working Conditions, Travel and Environment**

- The duties of the job require regular job attendance for five days per week with eight hours per day however, due to nature of programs, may be required to work longer hours and over the weekends.
- Must be able to travel as required for standard domestic based on the office needs. While visiting the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- Must therefore adhere to measures put in place to reduce the risks, including COVID-19 infection prevention and control measures.

## **VI. Gender Equality Commitments & Zero Tolerance to Abuse**

- Foster an environment that reinforces the values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Promote a safe, secure, and respectful environment for all stakeholders, particularly for children, beneficiaries, and members of staff.
- Help to prevent any type of abuse including workplace harassment and sexual abuse and exploitation.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age,

or marital status.

- Value and respect all cultures.

### **Qualifications**

- Bachelor's degree in a relevant field such as General Agriculture, Agriculture Education and Extension, Agriculture Economics, Agribusiness, Agriculture and Human Ecology, Animal Science, Business Development and Marketing and any other related degree
- Experience from county/national government and INGO sectors is an advantage.
- Knowledge of main donor requirements including UNICEF, ECHO, USAID, EU, Private donors etc.

### **Required Skills & Competencies**

- 2 years' experience in a similar position.
- Previous experience in Arid and Semi-Arid lands of Kenya
- Computer skills with excellence in Microsoft Excel and Word
- Good level of spoken and written English and Swahili. Local language is an asset
- Ability to work under minimal supervision and have impact on input on program indicators
- Demonstrate capacity in constructively engaging local authorities and local partners.
- Excellent organization, coordination, report writing skills

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