



## Islamic Relief –Kenya Job Description

<b>Job Title:</b>	<b>Project Supervisor</b>
<b>Department:</b>	<b>Kenya Program</b>
<b>Reporting To:</b>	<b>Senior Project Officer</b>
<b>Staff Reporting:</b>	<b>Field GSLA Promoters</b>
<b>Base Location:</b>	<b>Mandera</b>

### **Purpose**

Building sustainable livelihoods represents one of the broad based Programmes adopted by Islamic Relief in its institutional strategic plan. The programme focuses on the poor and primarily rural communities with the aim of strengthening their access to resources in order to strengthen food security and income generation.

This post requires someone with experience working in or with community based enterprises and the ability to understand the constraints of early stage businesses. We are looking for someone who has strong written communication skills and financial analysis expertise, with the ability to engage stakeholders in the implementation of the project and generate quality regular internal reports. The successful candidate will need to understand and take on Islamic Relief's values and commitment to pastoral communities' economic empowerment. Lastly they will need to show strong self-awareness, inter-personal skills, and self-motivation, with the ability to deliver results and work well under pressure and to be flexible in demanding situations.

The Project Supervisor will be responsible for the day to day engagement with the project implementation stakeholders in Mandera to ensure project results and realized in an effective manner as per the project documents and donor guidelines and expectations.

### **Key Responsibilities:**

#### *1. Project Administration and Operation*

- Implementation of the Youth Social and Economic empowerment project in accordance with the project requirements and work plan.
- Organize and execute youth development training as per the set activity work plan in collaboration with the line manager and the external experts.

- Monitor youth groups economic activities initiated through the project for technical advice and link them to other private sector players for partnership.
- Work with youth training institutions to ensure that the targeted youths are enrolled for technical skills development training
- Collaborate with local entrepreneurs and stakeholders to secure internship opportunities for youths graduating from technical skills development.
- Build the business capacity of the targeted youths for easy access of available credit facilities for startup capital.
- Work with local partners in advocacy efforts around strategic issues affecting youth livelihood in Mandera and ensure youth participation in the county government processes.
- Keep abreast of political, economic and social developments priorities in the area of operation and report the same to the line manager for appropriate action.
- Identify existing and emerging challenges facing the youths in the target community and recommend suitable sustainable innovative approaches of addressing the gaps.
- Link with other related interventions run by IRK in Mandera to ensure synergy and avoiding duplication of activities.
- Work with the project staff in the development of other sustainable development Programmes appropriate for the target location.
- Monitor and mentor the field GSLA promoters
- Compile all projects monitoring information on a regular basis and documentation of lessons learnt from field visits and project activities.
- Report regularly to the line Manager on general progress including learning, participation in project activities and other relevant matters.
- Work closely with government department that are charged with youth agenda both at the county and the national government level in Mandera.
- Maintain service-oriented culture to achieve service excellence objective.

## *2. Training/Meeting/ Forums*

- Prepare and conduct community sensitization forums/meetings with community youth leaders and other opinion leaders.
- Document lessons learned from training activities, community meeting and assist in preparing training reports
- Represent IRK in Youth Livelihood forums in the assigned area.
- Participate in Youth Advocacy forums in Mandera County.

## *3. Design, Monitoring and Evaluation activities*

- Participate in the development of appropriate tools for monitoring and reporting include Detailed implementation plans (DIPs) and M&E Plans.
- Participate in regular lessons learned feedback sessions with the project team

### **Essential Skills & Qualifications:**

- Advanced Diploma on Entrepreneurship related field, Development studies, economics or any other related fields. A Bachelor's degree in similar fields will be an added advantage.

- Minimum of at least Three years' experience in sustainable livelihood, vocational training and enterprise development Programmes targeting youths.
- Vast experience in youth livelihood Programmes –planning, implementation, monitoring, evaluation and learning.
- Knowledge of the key issues/challenges and trends with regard to youths' livelihood in pastoral communities.
- Excellent command of the most common methodologies to identify, execute and monitor GSLA activities, with proven record of achievements;
- Experience in the use of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages.
- Flexible, with ability to work and handle multiple tasks and meet strict deadlines
- Ability to provide continuous input on the organization's processes, implementation of new systems etc
- Strong planning, organization and problem solving skills with ability to work hands-on, independently, and within a team
- Strong communication (written & spoken) and interpersonal skills.
- Ability to work on your own initiative as well as a part of a team.