

# REPUBLIC OF KENYA



## ADVERTISEMENT

### STATE DEPARTMENT OF CROP DEVELOPMENT AND AGRICULTURAL RESEARCH

### KENYA CEREAL ENHANCEMENT PROGRAMME - CLIMATE RESILIENT AGRICULTURAL LIVELIHOODS WINDOW (KCEP-CRAL)

### TERMS OF REFERENCE FOR RECRUITMENT OF PROGRAMME COORDINATION UNIT STAFF

#### BACKGROUND

The Kenya Cereal Enhancement Programme - Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) is implemented under the Ministry of Agriculture, Livestock, Fisheries and Co-operatives (MoALF&C) with funding by the Government of Kenya (GOK), European Union (EU), the International Fund for Agricultural Development (IFAD), Partners and Programme Beneficiaries. The Programme has the objectives of contributing to national food security by increasing the production of the targeted cereal staples (maize, sorghum and millet and related pulses), increasing incomes of the smallholders in the production areas, and supporting smallholder farmers in graduating from subsistence to commercial agriculture. The Programme was initiated in 2014 and is expected to run for seven (7) years.

The Programme Coordination Unit (PCU) head-quarters is in Nairobi, with additional three Regional PCU offices i.e. Western (Nakuru County), Eastern (Embu County) and Coast (Kilifi County). The PCU is responsible for the overall coordination and management of the Programme.

The Kenya Cereal Enhancement Programme-Climate Resilient Agricultural Livelihoods Window (**KCEP-CRAL**) is an expansion of **KCEP** to the ASALs, which became effective in August 2015. The overall development goal is to contribute to the reduction of rural poverty and food insecurity of smallholders in the ASALs by developing their economic potential while improving their natural resources management capacity and resilience to climate change in an increasingly fragile ecosystem.

The Programme Area covers eight semi-arid Counties of Eastern and Coast Regions. These are Embu, Tharaka Nithi, Kitui, Machakos, Makueni, Taita Taveta, Kwale and Kilifi. While the Programme Counties in Western Region are; Nakuru, Nandi, Kakamega, Trans Nzoia and Bungoma.

Applications are therefore invited from qualified candidates for the positions shown here below:-

S/No	Designation	Work Station	No. of Positions	Advert. Ref.
1.	Senior Programme Coordinator	Nairobi	1	SPC 001NRNB
2.	Monitoring and Evaluation officer	Nakuru	1	M&E /KM 001NKR
3.	Program Assistant	Siakago ( Embu County)	1	PRA 001E
4.	Accountant	Nakuru	1	ACC 002NKR
5.	Accounts Assistant	Nairobi	1	ACC.AST 002NRB

**Interested and qualified persons are requested to make their application as follows;**

- Each application should have a detailed Curriculum Vitae and covering letter indicating the reference number for the position. Copies of relevant document must be attached.
- The Ministry of Agriculture, Livestock and Fisheries avails equal employment opportunities to all Kenyans. Women Persons living with disabilities, the marginalized and minorities who meet the requirements are encouraged to apply.
- Candidates must meet the requirements of Chapter 6 of the Constitution of Kenya 2010.
- Completed applications should be submitted to:

**Principal Secretary**  
**State Department of Crop Development & Agricultural Research**  
**Ministry of Agriculture, Livestock, Fisheries and Co-operatives**  
**P. O Box P. O. Box 30028-00100**  
**Nairobi.**

Or

Hand delivered to Kilimo House 1<sup>st</sup> Floor human resource registry Room 1B 2 on or before **18<sup>th</sup> September, 2020.**

**Please note**

- The advert and complete Terms of Reference can be accessed from the website of the Ministry; [www.kilimo.go.ke](http://www.kilimo.go.ke)
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.

For more details, download complete document on [www.kilimo.go.ke](http://www.kilimo.go.ke)

## **1.SENIOR PROGRAMME COORDINATOR, PCU NAIROBI (REF: SPC 001NRB) – 1 Position**

The Senior Programme Coordinator (SPC) will be reporting directly to the Programme Steering Committee (PSC) chaired by the Principal Secretary (PS), State Department of Crop Development, Ministry of Agriculture, Livestock, Fisheries and Irrigation. The SPC will be responsible for the overall management and coordination of the day-to-day operations of the KCEP and CRAL Programme Coordinating Unit (PCU), and all the related activities including the provision of strategic guidance and day-to-day implementation. S/he will be the *ex-officio* member of the Programme Steering Committee (PSC). He or she will directly supervise the work of all the senior officers working within the PCU and take personal responsibility for the overall performance of the Programme as well as ensure accurate and complete reporting and dissemination of all the financial and technical reports in a timely fashion.

### **Duties and Responsibilities**

- a) To provide effective leadership to the PCU
- b) To take overall responsibility for the preparation of the Annual Work Plan and Budget (AWPB) and associated Procurement Plan and their submission for approval to the PSC and IFAD;
- c) Ensure the effective utilization of programme funds and other resources according to the AWPB and procurement Plan through supervision and monitoring;
- d) Ensure that progress, audit and other reports are produced and submitted to the appropriate parties on a timely basis, including the semi-annual progress and performance reports indicating the achievement of work plans targets and expenditures made to achieve those results. Take the lead role in preparing and implementing the Programme strategies for Knowledge Management, Gender Equality and Social Inclusion (GESI) Strategy and Action Plan and Anti-Corruption measures;
- e) Ensure the timely dissemination of programme experience and results to relevant stakeholders within the learning community;
- f) Ensure adequate liaison and networking with stakeholders and partners such as relevant government donor agencies where relevant, potential or active implementing partners including bench marking with other relevant programmes;
- g) Undertake annual performance evaluations of all PCU professional/ technical staff and communicate the results of such evaluations to the staff member concerned as well as, after incorporating any response from the person in question, submitting these reports to the PSC and IFAD;
- h) Bring to the attention of the Government of Kenya and IFAD any cases where evidence emerges of misuse of funds or of authority on the part of PCU staff, and take immediate steps to investigate such matters;
- i) Represent the programme at relevant functions and meetings;

- j) Implement the decisions of the PSC;
- k) Undertake programme completion and financing closing activities when due; and
- l) Perform any other duties relevant to the programme as they are agreed by the GOK and IFAD.

## **Qualifications**

- a) Master's degree or higher in an area of direct relevance to the Programme e.g Rural Development, Agriculture, Economics, Strategic Management or any other relevant field.
- b) At least 10 years of management experience in the application of sustainable rural and agricultural development; market demand driven agricultural production; sustainable rural finance, with at least 5 years in senior management positions involving supervision and evaluation of middle and junior management staff and professionals, financial management and daily administration.
- c) Preferably have served for three(3) years in the position of Senior Assistant Director of Agriculture or its equivalent
- d) Demonstrated knowledge and experience in rural climate change adaption.
- e) Demonstrated experience in implementing successful programmes aimed at increasing the competitiveness and inclusiveness of value chains, including agricultural value chains.
- f) Demonstrated experiences in effective mainstreaming of disadvantaged groups into equitable access to opportunities of livelihood improvement.
- g) Demonstrated creativity, willingness to innovate, think systemically and design catalytic approaches to programme activities.
- h) Strong computer and communications skills (oral, written, presentational); and
- i) Strong interpersonal skills, with evidence of ability to productively interact and manage a complex team and interact with wide range and levels of organizations (government, private sector, NGOs, and research institutions).

## **2. MONITORING AND EVALUATION/KNOWLEDGE MANAGEMENT OFFICER (MKM) – WESTERN REGION, NAKURU (REF. M&E/KM 001 NKR) – 1 Position**

Reporting directly to the Head of Western Region (Nakuru) PCU Office and to Senior M&E and Knowledge Management officer at the PCU Nairobi.

### **Duties & Responsibilities of the M&E/KM at the Regional Office:**

- (a) Ensuring the operation of the Programme M&E and Knowledge Management systems at the Regional level and their vertical integration with the PCU headquarters and the Programme Counties;
- (b) Actively participating in revising the Programme objective hierarchy and log-frame matrix in line with the changing implementation context;
- (c) Responding to information needs of Programme management, implementing Partners, primary stakeholders, the cooperating institutions and Funding agencies;
- (d) Providing data and information to performance questions, key indicators and targets for each Programme Component and for each level of the objective hierarchy in the required formats;
- (e) Record, consolidate, report and analyse progress against the AWPB in the required format of such progress reports;
- (f) Reviewing existing social and economic data for the Programme area to assess if it can provide good baseline data for impact evaluation and identifying gaps to be filled;
- (g) Assisting in drawing up the TOR, designing and costing out Programme surveys and studies;
- (h) Ensuring the application of the required formats and procedures for operational monitoring;
- (i) Reporting the identified needs and assisting in drawing up the TOR for specific evaluation studies,
- (j) Reviewing existing M&E and Knowledge Management systems of implementing Partners and identifying where support is needed;
- (k) Collecting, compiling and analysing reports prepared by implementing partners and preparing consolidated progress reports of regional level to timely submit to the PCU in accordance with approved reporting formats;
- (l) Reviewing monitoring reports to assess interim impacts and identify causes of potential bottlenecks in implementation;
- (m) Collaborating with implementing Partners and primary stakeholders to develop feasible and effective discussion events where M&E data are analysed and corrective actions can be agreed upon;
- (n) Guiding and supervising organisations that are sub-contracted to implement special surveys or studies required for evaluating programme effects and impacts;

- (o) Training on M&E and facilitating M&E design and implementation processes with implementing partners and primary stakeholders at regional and county levels;
- (p) Undertaking and facilitating others to implement the M&E plan, regularly revising and updating performance questions, indicators, methods, formats and analytical processes.

## **Qualifications**

- (a) Master's degree in Agricultural Economics, or a related field from a recognized university.
- (b) A post graduate diploma/certificate in MIS or M&E will be an added advantage;
- (c) At least 6 years' working experience at management level in M&E of donor-funded Programmes
- (d) At least two recent professional experience proving that the candidate has been directly responsible for:
  - i. Identifying Programme output and outcome indicators that are coherent with the sector medium term plans and the local County Integrated Development Plan (CIDPs)
  - ii. Conducting a base line survey for selected indicators
  - iii. Developing an M&E system for the Programme
  - iv. Organizing the communication on the result of the M&E
  - v. Preparing terms of reference for the above.
- (e) Ability to use advanced computer packages for quantitative and qualitative analysis and data base storage;
- (f) Good knowledge and experience on the project cycle related activities and developments in the sector;
- (g) Strong computer and communications skills (oral, written, presentation); and
- (h) Fluency in English and Kiswahili

### **3.PROGRAMME ASSISTANT, EASTERN REGION - EMBU (REF. PRA 001 E) – 1 Position**

The Programme Assistant (PRA) will report directly to the Head of Eastern Region PCU Office. S/he will provide administrative support to the Head, PCU Eastern Regional Office in Embu County (Siakago).

#### **Duties and responsibilities:-**

- (a) General office administration, including receiving and directing clients and correspondence and the management of calls and appointments;
- (b) Ensuring proper archiving, custody, filing and retrieval of documents;
- (c) Preparing relevant documents and reports for the Programme;
- (d) Day-to-day administration of supplies, utilities, maintenance, transport and other services;
- (e) Undertake Office Assistant duties in the Regional Programme Coordination office.

#### **Qualifications**

- (a) Bachelor's degree in Social Sciences and its equivalent from a recognized institution;
- (b) Possession of a Diploma in Secretarial or Business management will be an added advantage
- (c) 3 years' experience as a Programme Assistant or in similar position, preferably in a Donor-funded project or in a busy public office environment;
- (d) Possess and trained in computer application and communications skills (oral, written, presentation);
- (e) Fluency in written and spoken English and Kiswahili. Working knowledge of French will be an added advantage.
- (f) Trained and possess strong Public Relations and front office skills.

#### **4. REGIONAL ACCOUNTANT, WESTERN REGIONAL OFFICE (NAKURU) (REF. ACC.002 NKR) - 1 Position**

Reporting to the Head Western Region – Nakuru.

##### **Duties and Responsibilities include:-**

- (a) Preparing Books of Accounts;
- (b) Preparing and submitting periodical financial reports;
- (c) Verifying invoices for payment, and ensuring Service Providers/ Stakeholders requests for funds are met and adhere to payment procedures;
- (d) Timely posting of all project accounting vouchers on the accounting software;
- (e) Exercising proper custody of all posted vouchers and other accounting documents;
- (f) Preparing of Withdrawal Applications;
- (g) Replenishing of the Regional Operational Account and the Programme Bank Accounts.
- (h) Facilitating financial audits and implementation support missions;
- (i) Forwarding account printouts to the Regional Heads of Components for analysis and comments;
- (j) Ability to work under pressure and meet crucial deadlines for required reports; and
- (k) Advising the Head of Region on accounting and administration matters;

##### **Qualifications**

- (a) Bachelor's degree in Commerce (Accounting/Finance option), any other relevant/ equivalent field from a recognized institution
- (b) CPA-K
- (c) Five (5) years' experience in a project financial management unit and exposure in accounting procedures in the public sector or with internationally financed projects;
- (d) Previous experience with IFAD and/or EU procedures and financial regulations will be an added advantage;
- (e) Good knowledge of computer applications in accounting such as TOMPRO, PASTEL, SUN;
- (f) Fluency in reading, writing and speaking English and in Kiswahili.



## **5. ACCOUNTS ASSISTANT, NAIROBI (REF. ACC-AST.002 NRB) (1 POSITION)**

The Accounts Assistant will report to the Finance and Administrative Manager at the KCEP-CRAL Programme office Nairobi. He/she will provide support to the Office of the Senior Accountant.

### **Duties and Responsibilities**

- (a) Raising of payment vouchers
- (b) Processing of imprest warrants for staff
- (c) Posting of payments and receipts in the cash book on daily basis
- (d) Posting of financial data in the Programme accounting software
- (e) Facilitating payments to Programme/Partner organised activities
- (f) Filing financial documents
- (g) Ability to work under pressure and meet deadlines for all required reports
- (g) Any other duties as assigned by the Finance and Administrative Manager or the Senior Accountant.

### **Qualifications**

- a) Bachelors' degree in any of the following areas; Commerce, Economics, Business Administration, Business Management or Finance;
- b) CPA (K)
- c) Three (3) years' working experience in a project financial management unit and exposure in accounting procedures in the Public sector or with internationally financed Projects;
- d) Strong computer application and communications skills (oral, written, presentation);
- e) Good knowledge of computer applications in Accounting such as TOMPRO, PASTEL, SUN;
- f) Fluency in English and Kiswahili.

