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Vacancies Announcement

Pastoralist Girls Initiative (PGI) is a Non-Governmental Organization (NGO) registered with Kenya NGOs Co-ordination Board. The organization was founded in 2001 as a community based organization (CBO) with initial membership of 15 members drawn from former North Eastern Province of Kenya. The organization is dedicated to alleviating the challenges encountered by the pastoralist communities in Kenya by addressing their needs in a two-pronged approach: addressing immediate practical needs, this include emergency food relief and school fee for needy girls while championing the plight of pastoralist women and girls especially on matters related to education, food security, human rights including rights to property ownership and economic empowerment. PGI believes in sustainable community development that can only come about by involving the marginalized persons in all dialogue aimed at enhancing community organization. PGI works with the most vulnerable members of the community by empowering them to play their rightful role and champion their own rights. PGI works towards reducing gender disparity in access to resources, extreme poverty, ignorance, poor health and gender based violence by addressing cultural, systemic, natural, personal and other factors that militate against their economic and social advancement.

PGI is implementing a number of projects in Garissa and Tana River counties in Kenya. We are currently looking for qualified personnel to fill the positions below in a three year funded project aimed at, *“Strengthening market linkages for improved food and nutrition security of agro-pastoralist households in Tana River county, Kenya*

1. Program officer (1 Post)
2. Project Officer (1Post)
3. Field Officers (3 posts)
4. Project Accountant (1 Post)
5. Logistic and Human Resources Assistant (1 Post)

Program Officer (1 Post)

Position description: the holder of the position will be responsible for overseeing all aspects of PGIs programming in Tana River, supporting the project officer at field level, approving expenditures, assisting in formulation of work plans and expenditure plans and follow-ups, as well as accompanying and liaising with project advisor. Regular filed visits and providing direction to project team

Required Education: Minimum university degree in Agriculture or related fields. A degree in Agriculture – Soil Protection is an advantage

Required Experience: At least 5 years of professional work experience in a similar position (proven project expertise on topics related to soil health) in an NGO set up.

Reporting to: Head of Programs

Required skills:

- Project co-ordination and management skills.
- Good organizational and communication skills.
- Knowledgeable in operational planning, quality control and supervision.
- Good knowledge on Project monitoring, evaluation and reporting (PMER).
- Experience in development cooperation.
- Excellent report and proposal writing skills
- Experience working with county government ministries.
- Excellent insight of legislative agricultural management in the country.

Project Officer (1 Post)

Position description: the holder of the position will be responsible for supporting the programme officer at project level: reviewing expenditures, assisting in formulation of work plans and expenditure plans and follow ups, in collaboration with the Program office and in liaison with the logistics and finance departments, support field level implementation of activities undertaken by the field officers

Required Education: Minimum university degree in Agriculture or related fields. A degree in Agriculture – Soil Protection is an advantage. Those with Diploma and 7years relevant experience may be considered

Required Experience: At least 3 years of professional work experience in a similar position (proven project expertise on topics related to soil health) in an NGO set up.

Location: Hola

Reporting to: Program Officer

Required skills:

- Project co-ordination and management skills.
- Good organizational and communication skills.
- Knowledgeable in operational planning, quality control and supervision.
- Good knowledge on Project monitoring, evaluation and reporting (PMER).
- Experience in development cooperation.
- Excellent report and proposal writing skills
- Experience working with county government ministries.
- Excellent insight of legislative agricultural management in the country.

Field Officers (3 Posts)

Position description: the holder of the position will be responsible for Contacting target population; coordination with local authorities; preparation and implementation of the field activities.

Required Education: Minimum Diploma in Agriculture or related fields. BSc in Agribusiness, Agricultural Education & Extension, Agricultural Economics or related field, from a recognized university; a Post Graduate Diploma in Agricultural Marketing will be an added advantage

Required Experience: a minimum 2-years of progressive experience in setting up and implementing livelihoods or income generating projects preferably with an NGO.

Location: Hola

Reporting to: Project Officer

Required skills:

- Experience in implementing value chain projects
- Possess capacity building skills with a keen understanding of business and development issues including group's savings and loan approaches; hands-on community mobilization skills
- In-depth understanding of organization development.
- Good understanding of smallholder farmers' dynamics of food security and household incomes
- Experience working with local implementing partners, Farmer Based Organizations county governments, donors and local communities;
- The ability to work independently, think innovatively and strategically and work effectively within a team
- Detailed understanding and experience of gender and diversity issues and commitment to addressing inequalities in all the key areas of responsibility
- Ability to conduct educational trainings that provide farmers with information that can help them improve agricultural productivity and marketing.
- Excellent computer skills
- Community Mobilization skills highly required
- Good communicator with analytical and problem-solving skills
- Knowledge of local languages (Pokomo, Orma, Somali) will be an added advantage.

Project Accountant (1 Post)

Position description the holder of the position will be responsible of providing timely and reliable project financial information and analysis that leads to effective decision making for the project. The project accountant assists the Finance Officer in all financial transactions accurately and on time recording and reporting. The project accountant will provide support to the project staff to ensure adherence to donor financial procedures.

Required Education: A Bachelor of Commerce degree from a recognized University. CPA qualification Part II, Proficient in Quick book accounting package, An understanding of not for profit accounting and applicable standards

Required Experience: A minimum of 3 years' experience working in an NGO setting in a similar position. Experience in use of MS office packages or related computer applications particularly use of spreadsheets

Location: Garissa

Reporting to: Finance Manager

Required skills:

- A person of high integrity

- Very good analytical skills and attention for detail
- Ability to read, analyze, and interpret complex financial data.
- Ability to respond effectively to inquiries or complaints.
- Good communication (oral & written) & interpersonal skills;
- Good time management & supervisory skills.
- Ability to multi task and perform under pressure
- High sense of confidentiality, initiative and good judgment
- High Level of integrity
- Able to enforce internal controls

Key Accountabilities: Process and effect payments, Review of field expense reports, Transactions recording, filing and complete documentation of financial documents, Budget preparation, Timely financial reporting.

Key Responsibilities

- Timely processing of Project payments (invoices, field imp rests, statutory deductions) confirming such payments are; in accordance with the laid down procedures and policies, accurate, complete, adequately supported by all underlying appropriate documents, correctly coded to appropriate expenses and cost centers/project and donor codes and preparation of the payment instrument in line with Acts Finance policies and procedures.
- Ensure that all payments processed as above are dispatched to the respective beneficiaries within one day after payment is processed.
- Act as a bank agent ensuring that all bank transactions and correspondence are carried out on timely basis.
- Reconcile all suppliers' statements on monthly basis ensuring that peculiar transactions are highlighted and dealt with immediately.
- Review field expense reports for Accuracy and completeness, forward them for approval of Finance and Program Director and prepare respective Journals.
- Review the General ledger in the accounting system ensuring completeness and accuracy and propose correcting entries for the approval of the Finance and Program Director.
- Monitor the bank & petty cash balances to ensure that there are sufficient funds to run the organization.
- Maintain an up to date financial and accounting records both in soft and hard copy and constantly monitor systems to record and reconcile expenditures, balances, payments, statements and other day-to-day financial transactions.
- Prepare monthly Bank & petty cash reconciliations and forward them for necessary approvals as per Acts Finance policies.
- Prepare monthly updated financial reports for review by the Finance and Program Director and the Project Manager.
- Assist the Director of Finance in enforcing the Organization's internal control systems.
- Assist in the preparation of the annual budget, financial projections for year-end forecasting.
- On-job skills transfer to program staff.
- Assist in external audit coordination, including preparation and collection of audit information as assigned by the Finance and Program Director.

Logistic & Human Resources Assistant (1 Post)

Position description the holder of the position will be responsible for assisting with Logistic and HR matters as well as in consultation with the procurement manager process appropriate purchases in accordance with welthungerhilfe and BMZ regulations, corresponding documentation and files for financial processing related to the BMZ Project

Required Education: Bachelor's degree in Human Resource Management or Higher Diploma in Human Resource management

Required Experience: Documented results related to the position's responsibilities, Experience from working with HR in a humanitarian/recovery context, Previous experience from working in complex and volatile contexts, IHRM membership, Understanding of labor laws, Knowledge about own skills/profile, Good knowledge of English

Location: Hola

Reporting to: Project Manager

Key Responsibilities:

- Assist in training and capacity building arrangements
- Provide administrative support for staff welfare programs/activities
- Comply with PGI's HR policies and procedures
- Assist in the implementation of the organization policies and procedures
- Provide support in recruitment processes, including advertisements, filling applications, inviting candidates, organizing interview venues etc.
- Update staff records and files, including contracts, leave, medical, appraisals, etc.
- Generate monthly records and reports such as staff lists, leave and other HR statistics
- Process and follow up claims for medical cover and insurance
- Prepare staff contributions to relevant statutory bodies (social security, pensions etc.)
- Assist in preparing the national staff payroll
- Ensure clearance of staff including final dues payments
- Otherwise support the HR Coordinator in ensuring the smooth recruitment, appointment, motivation and retention of a high performing program staff.

How to Apply

Qualified candidates are invited to submit their applications which should include a one-page cover letter clearly stating their motivation, qualifications, salary expectation and detailed CV with contact details of three professional referees to info@pastoralistgirls.org

Application Deadline: Monday 10th June 2019.

Applications will be reviewed on a rolling Basis. Female Qualified Candidates are encouraged to apply. Availability should be **immediate**.

Only shortlisted candidates will be contacted