



## JOB DESCRIPTION!!

Job Title	Field Officer (1 Position)
Reports to	Project Manager
Job titles of persons supervised	Mentors
Job Location	Mandera East
Contract Terms	One Year

### 1. The Org Introduction:

**Generation for Change and Development International (GENCAD INTERNATIONAL)** is a Development NGO working with pastoralists' communities in northern Kenya to overcome extreme poverty. GENCAD International was registered as an NGO in Kenya in 2010. The charity strives to empower the most vulnerable and needy to become agents of their development. GENCAD uses its limited resources strategically to either invigorate pre-existing development projects through lending new financial support and public interest or to start new projects in response to the needs of local communities. GENCAD has over 10 years humanitarian and development experience in the implementation of integrated programmes in education (scholarship, infrastructure development, resourcing of schools libraries and laboratories), livelihood development for women and youth, women and girls' empowerment, peace and cohesion activities, WASH, social protection and emergence response during disaster in Mandera County.

Find out more about GENCAD by visiting their [Website](#)

### 2. JOB SUMMARY

The Field Officer position is responsible for the delivery of program outputs and coordination of Mentors in the assigned region. The holder of this position shall report to the assigned GENCAD Project Manager. He/she shall Provide direct supervision to Mentors on timely execution of program activity implementation within budget and on agreed targets.



### 3. DUTIES & RESPONSIBILITIES

#### 3.1 Programmatic Duties

- 3.1.1 Manage the Transforming Communities (KUZA JAMII) Project, GENCAD's project that helps HSNP beneficiaries start businesses to uplift their living standards and graduate from poverty.
- 3.1.2 Provide mentoring to the agreed number of small businesses every year for a one-year cycle.
- 3.1.3 In a collaborative process with the community, relevant County and National Government agencies, Consortium members, target and identify eligible participants for the project, based on the consortium's beneficiary selection criteria.
- 3.1.4 Meet with established business groups, help them make decisions about their business and offer other guidance as needed.
- 3.1.5 Conduct business and savings trainings in the locations they represent.
- 3.1.6 Survey individuals and collect data on living standards, participation in savings groups, and other relevant information.
- 3.1.7 Represent GENCAD at the Ward and Village level and report activities to the Project Manager.
- 3.1.8 Report on the businesses and savings groups' performances to the Project Manager.
- 3.1.9 Provide accurate and comprehensive monthly reports to the Project Manager based on GENCAD's monthly report template.
- 3.1.10 Assess and strengthen the effectiveness of the GENCAD Programme and its implementation.
- 3.1.11 Use Performance Insights, GENCAD's Technology Platform to Monitor and Improve Program results.
- 3.1.12 Adhere to weekly work schedule assigned by the Project Manager.
- 3.1.13 Perform a minimum of agreed visits per week to the business groups and savings groups for which you are responsible and upload all data collected on daily basis.

#### 3.2 Administrative duties

- 3.2.1 Assist in the overall recruitment process as guided by the Human Resource Department for mentor positions.
- 3.2.2 Assist in conducting new staff onboarding, working closely with the Human Resource Department and various departmental heads/representatives.
- 3.2.3 Assists the Human Resource Department and Training Department in identifying training needs of mentors who are his/her direct reports and assisting in training when called upon.
- 3.2.4 Support in conducting exit interviews when called upon and assist in managing the exit process/offboarding including employee clearance for respective mentors.
- 3.2.5 Perform performance reviews for Mentors and implement the outcomes such as Performance Improvement Plans (PIP) where need be as guided by the Human



Resource Department Handle any discipline issues for the Mentors and escalate such matters beyond your scope to the Project Manager and/or Human Resource Department

3.2.6 Timely reporting of any HR Matters relating to the Mentors to the Project Manager and Human Resource Department i.e Leave planning, Welfare issues affecting mentors.

3.2.7 Perform any other relevant duty as assigned by the supervisor.

#### 4. Qualifications

4.1 Bachelor's Degree in International Development, Economics, Business, Development or a related field required from a recognized institution.

4.2 Minimum three (3) years' experience managing livelihood and community development projects.

4.3 Demonstrable ability to coordinate field activities

4.4 Proven competency/experience in data collection and basic analysis

4.5 Possession of self-drive; able to work with minimal supervision

4.6 Good report writing and computer skills

4.7 Fluent in the local dialects of the location

#### 5. Acceptance/ Approval

I hereby confirm that I have understood my role very clearly, and that my performance will continually be judged against those roles, as herein stipulated. I understand that it is my responsibility to read and comply with the organization policies and any revisions made to it including abiding by the values of the organization.

#### Signatures:

	Name	Signature	Date
Job Holder			
Supervisor			