**Livelihoods Officer – AR Beekeeping Project, January 2019**

**Back ground:**

Our vision is **an Africa where every child has equal access to education**, as we believe that education is the key to overcoming poverty. Known for our holistic approach, we have worked with primary and nursery schools in Uganda, Zambia & South Sudan since 2005 – to allow every child to fulfil their potential.

We don’t just build infrastructure, we empower whole communities – pupils, teachers and parents – to transform government-run and parent-run schools into thriving learning environments that build brighter, better futures.

**Scope of the Job Description:**

This document is intended to provide an outline of the key tasks and responsibilities of the post holder. It is not an exhaustive list and the post holder will be expected to carry out other duties relevant to the post, as required.

**Job Title**: Livelihoods Officer

**Reports to:** The Country Director

**Responsible for**: Livelihoods/Bee Keeping Project

**Location:** Amuru District

**Duration:** Ten Months

**Job Summary:** The Livelihoods Officer will be responsible for the Implementation of the Bee Keeping project in Amuru. This will be to ensure for the effective and efficient implementation of all activities for the AR livelihoods programme.

Observe mission and core values of African Revival and demonstrate a quality of passion for education.

**Tasks & Responsibilities**

***Programme Implementation:***

* Offer technical guidance into programme activities and; address difficulties arising in the field and work with beneficiaries/ stakeholders to find appropriate and effective solutions.
* Attend and report back in monthly meetings and their developments
* Provide input into the development of new project proposals and initiatives
* Development of concept papers, proposal writing, engage in negotiation with potential donors and building capacity to AR staff on appropriate livelihoods strategies.
* Provide technical support in preparation of divisional strategies, annual operational plan and budget.
* Conduct monthly, quarterly and annual target setting and monitoring meetings with your line manager to ensure that targets are met as per agreed timeframes
* Establish and maintain positive working relationships with district government authorities, partner NGOs, local and international organizations, and private sector actors with activities relevant to the programme to identify areas of potential collaboration.
* Maintain strong relationships with the schools, including the PTA/SMC, the teachers, parents and the school management team
* Collate/compile field-generated information and complete periodic progress reports in a timely manner in compliance with donor requirements for onward incorporation in the programme report.
* Create linkages between the communities and the project, the local government and the target communities in engagement drives.
* Build and maintain good relationships with, local authorities, partners and relevant stakeholders and provided progress updates throughout the project cycles.
* Participate in preparing monthly/quarterly/annual highlights/ reports and proposals and budgets for donors.
* Ensure the integration of gender, child protection, HIV, environment and other crosscutting issues to the design, implementation and development livelihoods activities, and ensure that activities take into account the needs of specific groups and individuals, especially children, the elderly and disabled.
* Contribute to programme advocacy and external representation on issues relating to Good Agronomic practices and value addition.

**Financial Management**

* Ensure compliance with applicable African Revival and/or donor rules & regulations and policies and procedures, including familiarizing all relevant programme staff to these
* Keep accurate records on all expenditure for the project including monthly reviews of expense reports
* Submit the relevant accountability according to AR policies and specific requirements for any project expenditure.
* Liaise with the Country Director and the support of the Finance team to monitor programme expenditure, ensuring this is within budget, and that the programme is being delivered in a cost-effective manner.
* Undertake budget revisions of the programme with the Country Director; consider programme needs and changes as well as programme proposals and donor commitments.
* Ensure that livelihoods programme requirements and supplies are planned for and ordered in a timely and coordinated manner

***Monitoring, Evaluation, Accountability and Learning:***

* Plan timeframes for reports with the Country Director for the SDG programme.
* Work with the Country Director to develop programmes and proposals
* Prepare data and information as and when required by African Revival, donors or partners
* Develop and support the use of appropriate M&E, centralized data collection systems, program management system and operational tools for Country operations
* Develop a monitoring system to collect baseline and periodic data for tracking programme performance and decision making
* Liaise with the Country Director to compile monthly/quarterly/annual comprehensive and high quality programme progress reports
* Develop and implement internal mechanisms for institutional learning, quality control mechanisms, and programmatic integration
* Maintain special focus on a coherent M&E and reporting system, enhancing staff M&E capacities, documenting project processes, experiences and lessons learned; disseminating findings from experience; and sharing AR’s project information in relevant Platforms.
* Be responsible for producing an end of project report which must be forwarded to the Country Director no later than the 10th of January.

**Competencies:**

***Qualifications, knowledge and experience***

* Bachelor’s degree in relevant field such as, Agriculture, Bee Keeping, Aqua culture, Horticulture and any other related
* Exceptionally strong organizational, interpersonal and communication skills; and demonstrated creativity, flexibility and comfort in working with rural populations.
* Significant demonstrable experience in the management of rural development project.
* In-depth understanding of project planning and management working in a partnership-based NGO.
* Sound and up to date knowledge of development concepts, methodologies and techniques, including results-based management, rights based approach and participatory methodologies;
* Excellent verbal and written communications skills
* Competent in Microsoft computer packages (Word, Excel and others)
* Experience of mentoring and building the capacity of communities and partners is desirable

***Professional attributes***

* Good organisational and project management skills
* Working knowledge of proposal writing and negotiation skills
* Computer literacy in Microsoft Word and Excel
* Good presentation skills and ability to communicate to varied audiences, including those with limited literacy
* Ability to work autonomously and as a member of a team
* Must be a result- oriented person, able to stand above community diversities.
* Ability to plan own work, set priorities and manage time effectively
* Ability to work under pressure and to deadlines
* Patience and tolerance for other perspectives
* Ability to quickly understand local cultural and customary norms
* A commitment to African Revival’s values

**Essential skills/experience:**

* Valid motorbike riding permit
* Basic knowledge of Acholi sub region
* Fluency in spoken and written English and Luo essential
* Candidates must have beekeeping training and experience. Any candidate without this experience will not be considered.

**How to Apply:**

**Send applications and attachments to:**

**Email:** [**beekeeping@africanrevival.org**](mailto:beekeeping@africanrevival.org)

**Hard copies will not be considered.**

**Deadline: Monday 28th 1st /01/ 2019, Time: 12 :00pm**

**African Revival (Uganda)**

**Plot 130, Jomo Kenyatta Road/Moroto Road next to Pece Primary School**

**BOX 1331, Gulu**[www.africanrevival.org](http://www.africanrevival.org)

**NB: African Revival is an Equal Opportunity Employer. Women are encouraged to apply.**