



SUSTAINABLE AGRICULTURE COMMUNITY DEVELOPMENT PROGRAMME SACDEP – KENYA

SACDEP – Kenya is a Development Organization and works in the area of Sustainable Ecological Agriculture. Currently, the Organization is working in 14 Counties in the Coast, Eastern, Central and Rift Valley Regions of Kenya. SACDEP- Kenya has its head office based in Thika town.

Applications are invited to fill in the following positions.

1. CENTRE CO-ORDINATOR

The Sustainable Agriculture and Community Development Programme (SACDEP) has a Training and Conference facility in its Thika Center. As such we would like to fill in the above position;

Professional qualification

1. Bachelor's Degree or Higher Diploma in Hospitality Management or Institutional Management from a recognized institution.
2. At least 10 years management experience in a hospitality management oriented organization
3. Fluent in Written and spoken English & Kiswahili.
4. Proficiency in Microsoft Office suite, i.e. MS Word, Excel, PowerPoint, Email and Internet
5. Be 35 years and above

Key responsibilities

1. Coordination and supervision of all catering and accommodation facilities in the center
2. Managing operational costs, ensuring proper food production and ensuring high standards of customer service
3. Preparing monthly and annual reports on the facility, and take overall responsibility for the budgetary controls,
4. Solving complex and outstanding technical and administrative challenges by generating alternative working solutions,
5. Responsible for ensuring compliance with all the policies and procedures of occupational standards that relate to the hospitality industry as well as all the laws and regulations,
6. Responsible for ensuring cleanliness and proper sanitation on all the work and service areas.

2. PROJECTS OFFICERS

Responsibilities

The position requires a person with ability and experience to manage and coordinate a set of development projects in diverse geographical areas and focus. The responsibilities include being in-charge of Resources Mobilization, staff coordination, M&E, Report writing, budgeting and budget controls.

The person should be a go getter reaching out and making new contacts with a view to opening up projects through diverse Resource Mobilization mechanisms, partnerships and consortia building.

Key Responsibilities

- 1) Professionally implement a set of projects in the highest standard and create the required impact.
- 2) Set up a working and effective M&E, reporting and field staff coordination system within the sub-sector.
- 3) Develop budgets and establish budget controls systems within the projects under the sub-sector.
- 4) Mobilize resources for the purpose of expanding community beneficiary caseloads and geographical regions.

Professional qualifications and core competencies required

1. Has a wide view of development strategies as implemented by SACDEP and other NGOs.
2. Very conversant with Principles, Pillars and Practices of Sustainable Ecological Agriculture as is championed by SACDEP.
3. Proven ability to fundraise for new projects.
4. Bachelor's Degree or above in Sustainable Ecological Agriculture, Organic, Bio-intensive, Permaculture, Regenerative or related agriculture approaches.
5. Over 10 years' experience working in a similar position with a busy and successful institution.
6. Strong leadership and communication skills.

3. FIELD TRAINER IN SUSTAINABLE ECOLOGICAL AGRICULTURE

Key Responsibilities

The position will require a person who is able to coordinate implementation of an integrated programme in livestock, crops, water, renewable energy, re-forestation and village banks enterprises. The person should have the following qualifications: -

Professional qualifications and competences required: -

- 1) Certificate, Diploma or BSc. in; Sustainable Ecological Agriculture, Organic, Bio-intensive, Permaculture, Regenerative or related agriculture approaches.
- 2) Over Ten (10) years' practical experience working in Sustainable Ecological Agriculture Field Training and Extension programmes for Small Holders Farmers.
- 3) Thorough theoretical and hands-on practical skills in Sustainable Ecological Agriculture practices.
- 4) Knowledge and experience in setting up and running Farmers Learning or Farmer Train Farmer Models will be an added advantage.
- 5) Experience in successful proposal writing for development project implementation is an added advantage.
- 6) Responsible for using current projects as a basis of expanding development work in their regions.
- 7) Ability to ride a motorbike and in possession of a valid riding license is a key requirement.

Applications **stating current salary**, detailed curriculum vitae, testimonials, names of three references, day time telephone contact and e-mail address to be sent to: - **The Executive Director – SACDEP- Kenya, P.O. Box 1134-01000, Thika**, through post, hand delivered or emailed to: info@sacdephenya.org and copied to paul.karanja@sacdephenya.org

Only shortlisted candidates will be contacted on phone/email for interviews.

Closing date: **Thursday, 30th November 2023**