



VACANCY

Programme Officer, Ecological Organic Agriculture Initiative Regional Secretariat - Eastern Africa

Introduction

Participatory Ecological Land Use Management (PELUM Kenya) Association, the Regional Secretariat for the African Union-led Ecological Organic Agriculture Initiative, seeks to fill the position of the Programme Officer, Ecological Organic Agriculture Initiative (EOAI) Regional Secretariat.

The African Union-led Ecological Organic Agriculture (EOA) Initiative started in 2011 has the goal of contributing to mainstreaming of Ecological Organic Agriculture into national policies, plans and programmes by 2025 to improve agricultural productivity, food security, access to markets and sustainable development in Africa. It is implemented through programmes and projects under the guidance and oversight of the AU chaired Continental Steering Committee (CSC) mandated to establish an African organic farming platform based on available best practices; and to develop sustainable organic farming systems and improve seed quality. At regional level the oversight is provided by the Regional Steering Committee (RSC) with the support of a secretariat.

The Programme Officer, EOAI Regional Secretariat will be responsible for overseeing implementation of the Regional Steering Committee initiatives and supporting implementation of EOAI programmes at PELUM Kenya. The Programme Officer will be based at PELUM Kenya Country Office, Juja, Kenya. Applications for this position are invited from qualified candidates in Kenya.

Key Roles and Responsibilities

- a) Organizing and facilitating the Eastern Africa Regional Steering Committee (RSC) meetings and other regional events and fora
- b) Receiving and transmitting the Regional Steering Committee (RSC) official communications and maintaining documentation of the RSC
- c) Preparing minutes and reports for the RSC and its special Sub-committees
- d) Making follow ups on agreed upon action points, decisions and resolutions made by the RSC
- e) Maintaining an active and effective network of international and national organizations for routine communication of progress and results of the activities of the RSC
- f) Liaising with relevant networks, forums and associations that support OA in close collaboration with the RSC
- g) Undertake advocacy and lobby activities that enhance the support of different partners and stakeholders in Eastern Africa to the EOAI
- h) Participating, as appropriate, in the monitoring of activities of EOA projects carried under the general framework of the RSC or its special committees
- i) Documentation and sharing success stories, case studies, news and publications that relate to EOA in the Eastern Africa Region
- j) Consolidating and synthesizing reports from EOAI Eastern Africa partners for presentation to various stakeholders
- k) Planning and implementation of other EOAI programmes at PELUM Kenya

Qualifications and Requirements

The ideal candidate should have the following desired qualifications and minimum requirements:

1. At least a Bachelor's Degree in agriculture related courses, environmental management disciplines, project management, and related courses including organic agriculture. Master's degree will be an added advantage

2. Have proven ability to work smoothly with multi-stakeholder platforms in the government and civil society sector. Those with experience in working with networks of primary beneficiaries (farmers, students, communities etc) and CSOs will have an added advantage.
3. Have at least 5 years of proven experience and demonstrable skills in fundraising through resource mobilization and proposal writing and in implementation of Ecological Organic Agriculture related projects and programmes
4. Have at least 5 years proven experience and demonstrable skills in working for busy and reputable national or regional networks.
5. Must be willing to grow the EOAI regional Initiative Cluster to a vibrant platform for networking in Agroecology and take on the challenge of mobilizing resources for the initiative.
6. Must be willing to undertake logistical and secretarial related work for the EOAI regional Secretariat activities including minute taking and mobilising Regional Secretariat Committee members during various secretariat activities.
7. Must be knowledgeable in Ecological Organic Agriculture, with excellent planning skills and wide understanding of project planning cycle including sub grant management
8. Have good skills in report writing for multiple audience categories.
9. Have proven communication, public speaking, interpersonal and negotiation skills.

Interested and qualified candidates should submit their applications stating current and expected salary and a detailed CV with a contact mobile phone number and names and contacts of three referees to **pelumkenya@gmail.com** with the subject: **Programme Officer, EOA RS** to reach by 29th November 2021. Applicants should **NOT** attach any scanned copies of certificate or testimonials. Only short-listed applicants will be acknowledged.

PELUM Kenya is an equal opportunity employer.