POSITION DESCRIPTION

Date:	March 2022		
Job Title:	Project Officer	**Level:**	Officer
Department:	USAID/CLEAR Program	**Location:**	Karen/Nairobi
Reports To:	Senior Technical Specialist	**Supervises:**	None

BACKGROUND

Global Communities (GC) is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable. Global Communities is implementing the USAID (United States Agency for International Development) funded **Cooperative Leadership Engagement Advocacy and Research** (CLEAR) program. CLEAR has three primary objectives: 1) promote the adoption and implementation of cooperative legislation and policies that support and strengthen cooperative businesses in 25 counties; 2) strengthen the business acumen and performance of cooperative businesses while integrating and empowering youth and women within cooperative business structures in targeted urban and peri-urban markets to increase economic participation and county revenue growth; and 3) improve cooperative systems and networks through the USAID Collaboration, Learning and Adaptation (CLA) approach and through our research program implemented in collaboration with USIU Africa.

JOB SUMMARY

The Global Communities Kenya office is seeking to recruit a qualified Project Officer for the CLEAR program. The Program Officer will be responsible for supporting a new initiative in testing and implementing a cooperative curriculum at the Cooperative University of Kenya. The Officer's primary responsibility will be liaising between the three partner organizations (Global Communities, Democracy at Work Institute (DAWI) and the Cooperative

University of Kenya (CUK)). The Project Officer will be responsible for developing necessary materials, working with the GC (Global Communities) procurement team to procure supplies and print materials, arranging meetings and any other tasks assigned. While DAWI and CUK are responsible for the technical aspects of the program, the Officer will be responsible for ensuring timely completion of deliverables and activities ensuring the projects overall success. The Officer will also manage the activity budget to ensure the partners adhere to the agreements and budgets.

During the teleworking period as a result of the covid 19 pandemic, the Officer will be responsible for arranging and facilitating online meetings and trainings and teleworking. The Program Officer must be comfortable working via Zoom and MS Teams.

In addition to the Cooperative Curriculum, the Officer will be expected to support other research and learning aspects of the CLEAR program. The CLEAR team often collaborates on activities and has cross-objective assignments, and the Project Officer may be asked to support other activities as needed.

Critical to this position is strong project management experience and attention to detail. The successful candidate will be able to demonstrate previous successes of coordinating projects across multiple partners. The candidate should be open to working in a nontraditional working environment with remote supervision.

Key Responsibilities

Responsibility Area 1: Cooperative University of Kenya Worker Owner Co-op Curriculum Award (**60%**)

The Project Officer will be responsible for the facilitation, management and implementation of all elements relating to strategy and design of the newly developed Cooperative Curriculum for the CUK.

Illustrative tasks include:

- Managing partner implementation of a detailed workplan and budget, ensuring timely delivery of deliverables from all partners;
- Coordinating and tracking consultant deliverables for the CUK training needs assessment;
- Providing support to DAWI in the process of course material development, testing, revision and eventual printing and delivery;

- Planning, management and facilitating workshops, partner meetings and retreats as may be require - both in person and/or virtually;
- Ensuring timely procurement and delivery of goods and services/consultants in coordination with the GC Procurement Team. Tracking of deliverables and ensuring quality service provision;
- Providing monthly updates to partners to update them on key milestone achieved, changes to the program (including personnel) and key upcoming dates of meetings or in person events;
- Coordinating with the CLEAR project team to track program achievements, ensure proper knowledge management procedures are followed and gender sensitivity.

Responsibility Area 2: The Project Officer will also support ongoing research and learning activities under the CLEAR program (**40%**)

Illustrative tasks include:

- Coordinating event/workshop logistics including: communications with attendees, facilitating transport/data bundles technical leads and oversight of venue and other vendors;
- Providing support to managing research and learning activities with CLEAR team and external partners closely following the CLEAR workplan. The Project Officer will alert the team if a deliverable or activity is falling behind in the workplan.
- Providing support to the CLA Officer and M&E Specialist in the execution of research project as well as monitoring and evaluating activities;
- Providing oversight of USIU reporting schedules including monitoring of timelines, ensuring timely delivery of monthly and semiannual reports;
- Coordinating with the GC Finance team to ensure timely payments for goods, services and other payments.

EDUCATION QUALIFICATIONS AND WORK EXPERIENCE

- Bachelor's degree in Project Management, Business Management or related field;
- Minimum of three (3) years' experience working in project management;
- Proven project management experience and ability to design a work plan, manage multiple partner deliverables and meet tight deadlines;
- Advanced experience using Zoom and Microsoft Teams;
- Demonstrated experience moderating or facilitating meetings;
- Ability to engage and motivate key partners;
- Experience engaging key stake holders on web platforms, facilitating online seminar/webinar agendas, and keeping time;

- Ability to be self-directed and demonstrated excellence in time management;
- Ability to work remotely and uninterrupted with stable internet connection;
- Must be a team player and have a flexible work schedule to accommodate the international management team in Washington, DC;
- Excellent written and verbal communication skills, including presentation and training skills, excellent networking skills and familiarity with participatory and popular education;
- Demonstrated professional use of MS Office suite including Excel, Word, PowerPoint, and Teams;
- Working knowledge of the cooperative business model and ability and interest in learning the Worker/Owner Cooperative model;
- Have experience in research, learning and M&E;
- Hands on experience in using WhatsApp groups for business.