

Job Title: Programs Officer Volunteer

Organisation: Africa Seedling Alliance

About US:

The Africa Seedling Alliance is an African indigenous NGO whose mission is “to get the right seedlings to the right people for biodiversity conservation and sustainable use of natural resources in Africa for the benefit of current and future generations.

Job Summary: The Program Officer will contribute to effective implementation of ASA projects, support programming interventions under the guidance of the Team Lead. This role is required to work with partners and other stakeholders to ensure alignment of ASA projects interventions to the organization’s approved frameworks. The officer will be responsible for execution of ASA’s field related activities and supervision of Implementing Partners’ field activities.

Key Duties and Responsibilities:

- Implement and or ensure implementation of project activities as laid down in approved annual plans to deliver timely outputs. This will include but is not limited to woodlot establishment, supporting selected women and youth activities; Agroforestry enterprise activities; and ensuring that Training of Trainers is timely facilitated.
- Follow-up schedules of Implementing Partners (IPs) and ASA project staff to ensure that activities are implemented as planned.
- Organize IPs’ coordination meetings at both field and national levels.
- Carry out periodic monitoring visits to project areas to document progress and use the data, information and knowledge gained to inform and improve delivery of project activities.
- Organize and / or support capacity building related activities.
- In liaison with the Projects Coordinator, respond to enquiries from internal and external stakeholders.
- Support the M&E Officer in capturing data on project performance, lessons, and challenges.
- Work with the project teams to identify and manage issues and risks
- Support resource mobilisation initiatives
- Provide input into reports preparation and ensure activity reports are produced / received in time and filed.

Fundraising:

- Identifies and develops viable funding proposals based on implemented programs to be discussed with the Team Lead.
- Supports the Team lead to develop promotional materials and project concepts to be used in fund raising activities.
- Supports the Team Lead in mobilizing resources.

Qualifications, Skills and Experience:

- A Bachelor of Science Degree in Agriculture, Environment/Natural Resources Management, Forestry, or other closely related field.
- At least three years of experience working with Non-Governmental Organizations on similar or related assignments.
- Experience in project management and agricultural extension/monitoring
- Demonstrated knowledge of and experience in community development.
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- Demonstrated experience working with government agencies, civil society organizations, development agencies, and the private sector.

How to Apply:

All interested candidates should send CVs with three work related referees. All applications should be submitted via E-mail to gerald@africaseedlingalliance.org.

Please indicate the title of the Job you are applying for in the Subject line of the Email.

Deadline: 15th August 2024