



ADVENTIST DEVELOPMENT
AND RELIEF AGENCY
KENYA

ADRA Kenya is a registered Relief and Development organization in Kenya since 1985, working with children and communities to transform lives, each at a time, while responding to and building their resilience in occurrences of natural disasters such as floods and drought. Currently, ADRA Kenya has programs in the Western, Eastern and Northern parts of Kenya.

ADRA Kenya is seeking to employ a highly competent and outstanding individual for the position of a Project Manager, to undertake the planned Emergency Response (Food Aid) for the families affected by floods in Homa Bay County. The target areas are Homa Bay town, Osodo and Kobuya.

Purpose of the Position: To provide immediate response to the affected families in Homa Bay County, through the provision of Food Items (FIs).

Position details

Position title: Project Manager
Project: Homabay Emergency Response Project
Duty Station: Homabay County
Start date: Immediately
Project Duration: 3 Months
Supervisor: Programs Director

Tasks and Responsibilities

Key Task & Result; Provision of Food Items to families affected by Floods in Homa Bay County.

Project design, planning and implementation

- Ensure all affected children, men, women, elderly and people with disabilities are identified and listed for the provision of the food items.
- Mobilize the affected families to receive their food items, and plan accordingly for the dates of the food distribution.
- Ensure that the requests for the procurements of the FIs are done in time, and any gaps reportedly immediately to the Programs Director.
- Ensure proper storage, handling of all food commodities, efficient and safe distribution to the beneficiaries, taking into consideration the children and women, to avoid incidences of violence.
- Carry out the food distribution in a timely, efficient and professional manner, in accordance to the SPHERE Standards.
- Integrate WASH and nutrition messages during food distribution, in accordance to the SPHERE standards, particularly on the intake of micro-nutrients such as vegetables, amongst the target beneficiaries.
- Ensure integration of Child Protection, Disability, Gender mainstreaming, and environmental protection during the emergency food intervention.

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Monitoring, Reporting and Documentation

- Develop quality reports: Weekly situation and monthly progress reports, and the final report of the food aid as per the donor guidelines.
- Monitor the recovery of the Food Response beneficiaries as per SPHERE standards.
- Carry out the Post-Distribution Monitoring of the provided food, and develop reports thereof.
- Ensure that all complains arising from the food distribution are well registered, communicated and fully addressed in line with ADRA Kenya's Communication Policy.
- Document best practices, human interest stories and share with the Programs Office.

Engagement and Networking

- Represent ADRA Kenya in the Stakeholder (Hub) Meetings by other Humanitarian partners/organizations.
- Work closely with the Department of Disaster Management in Homa Bay County, as well as Kenya Red Cross Society.

Qualifications & Desired Skills:

- Bachelor's Degree in any of these areas: Disaster Management, Social Sciences, Community Development or related field from a recognized university
- At least two years of field experience and technical expertise in Humanitarian Assistance through Food, Emergency Response or Disaster Risk Reduction projects.
- Experience in Networking and local level partnerships including the County Government and relevant Ministries (Agriculture, Health and Disaster Management).
- Clear understanding of the SPHERE standards is an added advantage.
- Ability to manage, monitor and evaluate programs.
- Succinct report writing skills and high level communication skills.
- Proficient in Computer use.

To APPLY

- Cover letter – of no more than one A4 page, addressing why you're the person we're looking for
- Curriculum Vitae – no more than three A4 pages (including references)

Given how crazy we are about simplicity and excellence; it is in your own interest to adhere to the limits outlined above.

Interested candidates, meeting the above specifications are advised to apply to jobs@adrakenya.org, by latest **June 3, 2018**. Only shortlisted candidates will be contacted.

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