Vacancy Announcement
Programme Coordinator (Nairobi, Kenya)

Procasur Corporation is a global organization specialized in harvesting and scaling-up homegrown innovations. The organization’s mission is to foster local knowledge exchange to end rural poverty. By sharing innovations through customized local knowledge-management tools and methodologies, the organization connects global institutions with local talents, providing the structured learning platforms necessary to spread innovation. Procasur has facilitated learning opportunities in over 20 countries in Africa, Asia, and Latin America and the Caribbean, affecting the lives and livelihoods of thousands of rural talents across the globe. To learn more, visit www.procasur.org.

Procasur Corporation is looking for a Programme Coordinator based in Nairobi, Kenya.

The Programme Coordinator leads the programmatic work and contributes to the overall achievement of the objectives of the Procasur Learning Route Programme in East and Southern Africa (RoutESA, see www.africa.procasur.org), financed in partnership with the International Fund for Agricultural Development (IFAD). The Programme Coordinator coordinates a small team of 5 to 10 people, and s/he reports to the Procasur Director General.

Duties and responsibilities

• Coordinate and contribute to the achievement of the RoutESA programme goal and objectives
• Establish, develop and maintain excellent working relations with local and international partners (including men and women farmers, microentrepreneurs, small-scale producers and their associations, project technical staff and other development professionals, central and local government officials and policymakers, and international development organizations)
• Coordinate and contribute to new project initiatives, project proposals and funding opportunities
Oversee the financial execution and fulfill all reporting requirements for the financing organizations

Be responsible of the all financial and legal reporting of the “PROCASUR Limited by Guarantee Company”, requested by the Kenyan law

Strengthen the Procasur regional team with new recruitments, build an efficient and inspired team, and guide, coach and monitor the team

Undertake other duties as designated by the Procasur Director General

Education and experience

- Minimum of 6 years of relevant professional experience within the region (East and Southern Africa), in international or civil society organizations; Field experience will be considered as an asset
- Proven experience in results-based project/ programme management, planning, strategic guidance, and managing human and financial resources
- Experience of collaboration with grass-roots organizations and authorities, as well as with international actors and funding institutions
- Advanced university degree in Rural Development or Social Sciences with knowledge about rural development issues (or equivalent demonstrated working experience)
- Familiarity with bottom-up approaches in knowledge management and peer-to-peer learning

Language and other skills

- Excellent interpersonal and team leader skills
- Ability to plan on work schedules, prioritize activities, adapt and deliver on tight deadlines, and work efficiently and proactively also under pressure
- Ability to work in a multicultural setting and in a changing organization
- Excellent written and verbal communication skills in English
- A working knowledge of French and/ or Swahili and/ or Arabic
- Willingness to travel in sometimes harsh field conditions

Type of Assignment: Full-time, starting ASAP (by 1 July 2013 at the latest)

Salary: The salary will be based on the Procasur salary scheme, depending on the candidate’s skills and experience. All applicants are requested to include salary expectations in their cover letter.
Applications: Interested candidates are requested to apply by sending a cover letter, an updated CV with references of three latest employers, and a letter with salary expectations, by 31 May at the latest, to recruitment@procasur.org, stating in the email header: “VA RoutESA Coordination”. We will only be able to respond to applicants who are short-listed for interview, and candidates who do not receive any feedback within one month should consider their application unsuccessful. Candidates will be required to participate in interviews.

For more information on the vacancy, please contact Procasur Director General, Maija Peltola: mpeltola@procasur.org.

Procasur reserves the right to keep the applicant’s CV and contact details. These will be included in an internal and classified roster, and the applicant could be contacted by Procasur for other possible assignments. Procasur will not share the applicant’s personal data with outsiders.

Procasur Corporation is a an equal opportunity employer and does not discriminate based on age, sex, race, color, creed, religion, national origin, ancestry, nationality, alienage or citizenship status, sexual orientation, gender identity or expression, marital status, disability, or any other status.

Procasur offers:
• Flexible working arrangements and support for work-family life balance
• A dynamic and multicultural working environment
• New challenges and support for career development (including cofinancing for professional enhancement)
• A competitive salary in an international not-for-profit organization
• Insurance coverage, including medical, life and accidental death, and disability