



Vacancy Announcement
Accountability Assistant - Maternity Cover

Organization	Adeso - African Development Solutions www.adesoafrica.org
Position Title	Accountability Assistant - Maternity Cover
Reporting To	Monitoring & Evaluation Manager
Working With	Somalia Project Teams and PDQU Team in Nairobi
Program/Duty Station	SSNP - Based in Dhobley, Somalia
Duration	Four (4) Months
Starting Date	November 1, 2017

ORGANIZATIONAL CONTEXT

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. Currently, Adeso has programs in Somalia, Kenya and South Sudan.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

POSITION SUMMARY

The Accountability Assistant will assist the Accountability Officer in strengthening the accountability, especially the Social Safety Nets Project in Somalia, including managing day-to-day accountability feedback that includes handling complaints and compliments as received from a range of stakeholders such as beneficiaries. S/he will support other Somalia cash-based intervention projects.

SPECIFIC ROLES AND RESPONSIBILITIES

- Handling of a centralized telephone-based and internet feedback mechanisms.
- Contacting beneficiaries and stakeholders to collect feedback on project activities.
- Helping with field data entry and management of database on complaints response mechanism.
- Providing timely feedback to program teams in the field about complaints and concerns raised by communities on project activities.
- Maintaining an effective record and filing system for all complaints solved and pending issues including



correspondences and other related documents for quick and easy reference.

- Sending recommendations and practical procedures for reviewing and resolving complaints to the Program Manager.
- Communicating and disseminating complaint handling procedures, policies and tools that are appropriate to the beneficiaries, project staff and other stakeholders.
- Participating in both Nairobi based and field based meetings and reviews on project M&E and accountability systems.
- Field visit to support project teams on beneficiary accountability and learning systems.
- Preparing weekly and monthly projects accountability reports.
- Ensuring compliance to all Adeso and donor policies as well as program procedures and guidelines.
- Contributing to enhance the visibility of Adeso across key stakeholders.
- May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required.
- Any other duties as assigned by the Line Manager.

SKILLS AND QUALIFICATIONS

- Degree/Diploma in Social Sciences, food security or related fields.
- At least 3 years of related work experience, preferably for an International Non-Governmental Organization (INGO) or UN.
- Proven interest and commitment to humanitarian and development principles and a demonstrable understanding of conflict/post conflict development contexts.
- Excellent organizational skills - the ability to work independently and productively in a fast-paced environment and ability to effectively see projects through from start to finish.
- Excellent interpersonal and communication skills - the ability to successfully and effectively liaise with a variety of people in a multi-cultural and multi-site environment.
- Fluency in English and Somali - both verbal and written required.
- Excellent Computer skills - proficiency in all MS Office. Knowledge of database management would be an asset.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@adesoafrika.org, quoting “**Accountability Assistant - Maternity Cover**” in the email subject matter by **October 22, 2017**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include cover letter, remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer and women are strongly encouraged to apply.