



VACANCY ANNOUNCEMENT PROJECT ASSISTANT - LDF

Organization	Adeso - African Development Solutions www.adesoafrica.org
Position Title	Project Assistant
Reporting To	Deputy Project Manager
Working With	Deputy Project Manager and Technical Manager and Field Team
Program/Duty Station	Durduri, Sanaag
Duration	8 Months With Possibility of Extension
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso, formerly known as Horn Relief, 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.

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

Based in Durduri, the Project Assistant will be responsible for working with the various communities in the day-to-day implementation of the project activities.

POSITION PURPOSE

- Support implementation of project activities
- Project progress updating
- Managing the project suppliers and contractors at the sites levels
- Regular supervision and monitoring of project implementation at field level
- Prepare reports, success stories and collect impact photos regularly

SPECIFIC ROLES AND RESPONSIBILITIES

- Organizing communities meetings, awareness sensitization and sharing project activities information.
- Leading community discussions and the formation of the committees, training of the committees and providing them with the necessary support for the effective delivery of the project activities.
- In liaison with the Deputy Project Manager, plan the project activities and provide day-to-day supervision of the activities at the sites level.
- Work with the Deputy Project Manager and MEAL Officer in the field project data collection
- Provide weekly project progress update
- Lead all community forums, including continuous progress updates within the community on the project activities, address early concerns and ensure the community participate the activities implementation.
- Conduct regular community meetings in the project targeted communities



- Ensure the target beneficiaries have received the support and address any concerns with the Deputy Project Manager and other relevant project team
- Work with the Deputy Project Manager and other team in continuous needs assessment, related data collection and managing surveys process at the community levels
- Ensure the project activities in each location are completed within the planned timeframe
- Notify the deputy project manager any challenges in the course of the project implementation
- Conduct activities monitoring, data collection and reporting
- Develop weekly updates and monthly reports on community mobilization activities
- Support the program teams that the use of any communication or visibility materials are in high quality and are used effectively;
- Collect success stories, case studies on project impacts and share with Deputy project manager and communication team
- Assist the Deputy project manager in drafting mission, weekly, bi-weekly, monthly and contribute the project quarterly reports and activities updates - if the Deputy Project manager wants to delegate;
- Organize community events, meetings and trainings
- Lead the process of identifying trainees
- Any other duties as directed by the Deputy Project Manager

SKILLS AND QUALIFICATIONS

- At least Diploma in community development, natural resource management, Marine resource management, or associated field with a minimum of one to two years practical national experience is ideal
- Experience in Environmental conversation preferable marine resources management
- Minimum of one (1) year of relevant NGO experience at the national level is required.
- Previous community engagement experience is important
- Ability to work independently and under pressure
- Ability and willingness to travel to project areas at short notice
- Excellent verbal and written communication skills
- Strong interpersonal skills and ability to establish working relations with target communities and project team
- Candidates from the project areas are preferred
- Willing to work hardship environment (Coastal during hot season with limited cooling facilities)

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.somalia@adesoafrica.org, quoting “**Project Assistant - LDF**” position in the email subject matter, by **17th December, 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 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 does not discriminate based on one's background, beliefs, gender or sexual orientation.