



**VACANCY ANNOUNCEMENT
PROJECT ASSISTANT- GAROWE**

Organization	Adeso: African Development Solutions, www.adesoafrica.org
Position Title	IFS&N Project Assistant (One Position)
Reporting To	Program Manager
Working With	Program Manager and Adeso Technical Support Team
Programme/Duty Station	Garowe District, Nugaal Region, Puntland State, Somalia
Duration	Four (4) Months
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

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

POSITION PURPOSE

1. Project activities implementation.
2. Project progress updating.
3. Managing the project suppliers and contractors at the site level.
4. Regular supervision and monitoring of project implementation at field level.
5. Preparing reports, success stories and regularly collecting project related outputs/impact photos.

SPECIFIC ROLES AND RESPONSIBILITIES

- Organizing communities and stakeholder meetings, project related sensitization and sharing project activities and progress 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 Program Manager, planning the project activities and providing day-to-day supervision of the activities at the sites level.
- Working with the Program Manager and MEAL Officer at the field on project data collection.
- Engaging and leading community forums, updating the community/target beneficiaries on project progress updates, documenting and addressing community concerns where possible and ensuring that the community participates in the implementation of activities.
- Working with the Program Manager and Adeso technical team on continuous needs assessment, related data collection and managing surveys process at the community level.
- Regularly updating and ensuring that the project activities in each location are completed within the planned timeframe.
- Notifying the Program Manager of any challenges in the course of the project implementation.

- Support the Adeso technical program teams on the use of communication and visibility materials.
- Ensuring proper, wise and professional use of Adeso-owned equipment and resources which include cameras, computers, Thuraya phones, GPS etc to maximise the benefit of the target community, the Organisation and the donors.
- Collecting success stories, case studies on project impacts and sharing with the Program Manager and Communications team.
- Using Adeso standard templates, compile mission, weekly, bi-weekly, monthly reports and contribute to the project quarterly reports and activity updates.
- Regularly liaising with project stakeholders including the line ministry, MoPIC, other actors and related humanitarian clusters. Attending relevant coordination meetings and sharing updates.
- Any other duties as directed by the Program Manager

SKILLS AND QUALIFICATIONS

- Diploma in Community Development or other related field with a minimum of two years practical national experience ideal;
- Minimum of two (2) years of relevant NGO experience at the national level required.
- Ability and willingness to travel to project areas within short notice.
- Previous community engagement experience.
- Ability to work independently and under pressure.
- 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 who understand the region dynamics are preferred.

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**” in the email subject matter, by **23rd October, 2018**.

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.