



## **JOB ADVERT**

**POSITION: PROGRAMS AND RESEARCH ASSISTANT**

**LOCATION: NAIROBI, KENYA**

**DURATION: NINE MONTHS**

### **Background**

The CAADP Non-State Actors Coalition (CNC) is a platform for African Non-State Actors engaged in agriculture, comprised of food producers, pastoralists and fisher folks' organizations, civil society, private sector, women, smallholders, youth, media, and academic organizations. Through this platform NSA coordinate their support for the Comprehensive Africa Agriculture Development Programme (CAADP) agenda. The goal of the CNC is to contribute to ending hunger and malnutrition in 2025 through enhanced agricultural production and productivity, policy implementation and responsible investments in African Agriculture. The CNC's objectives include:

1. To create awareness on sustained and improved CAADP implementation through effective participation of NSAs at all levels of CAADP implementation
2. To advocate for policy reform towards effective CAADP implementation in line with the 2014 CAADP Malabo Declaration
3. To strengthen systems and mechanisms of coordination for effective participation of NSAs in the CAADP implementation process

Since 2010 CNC has been operating as a loose network of NSA with the aim of contributing a unique NSA aspect to CAADP Implementation, until it was fully launched at the 12<sup>th</sup> CAADP Partnership Platform on 27<sup>th</sup> March 2015 by Her Excellency Rhoda Peace Tumusiime, Commissioner for Department of Rural Economy and Agriculture of the African Union. The CNC has since its launch in 2015 been able, with support from USAID Africa Lead/ US Government Feed the Future Program, and its members, to mobilize and build the capacity of NSAs, and develop institute coordination mechanism for NSAs actively engage in, and influence, numerous advocacy and policy events within the CAADP process.

The CNC is currently housed for an interim period within the Headquarters of the Agency for Cooperation and Research in Development (ACORD) in Nairobi, Kenya.

### **Job Purpose**

The Programs and Research Assistant's role is to support the CNC Coordinator in the design and implementation of relevant programs towards deepening the impact of NSA engagement in the CAADP process at all levels. The programs and Research Assistant will also carry out research tasks towards identifying relevant resources in support of NSA engagement in the CAADP processes

### **Job Description**

The primary duties of the CNC Programs and Research Assistant are to support the CNC Coordinator in the following areas:

- Smooth management of ongoing tasks related to project management, membership coordination, fundraising activities, membership outreach, external relations or event organization;
- Planning, scheduling and tracking the implementation of programs and activities of the coalition
- Support the programming needs of country level CNC platforms, including the compiling and editing of work plans, concept notes, proposals and reports
- Programs design and implementation through drafting of program-related documents including work plans program concept notes and proposals, position statements, power point presentations, etc.
- Finalization of reports of program activities of the coalition
- Participating in the editing and formatting of publications of the coalition (including reports, website and newsletters), in close relation with service providers;
- Undertake any other reasonable duties that may be assigned by the CNC Coordinator

**Competencies and skills requirements:**

- University education/ qualification in areas related to agriculture, development studies, international development at a recognized university or an equivalent combination of relevant training and experience
- Genuine interests in and/ or basic knowledge of development programs design and implementation, including the drafting of concept notes, planning and implementation of project activities, monitoring and evaluation or development of program reports
- Written and spoken proficiency in English Language (French Language proficiency will be an added advantage)
- Good computer competencies, including word processing, spreadsheet and graphic design tools
- Good interpersonal relationships for regular interactions with coalition members located in the different African countries as well as coalition partners towards the planning and implementation of concrete programs for the coalition;
- A strong commitment to develop, promote, and practice CNC vision, mission, values, and strategy
- Applicants should be legally resident in Kenya

**REMUNERATION:**      **A competitive Salary Package will be offered commensurate with skills and experience**

Apply to:

**The Coordinator, CAADP NSA Coalition (CNC)  
C/O ACORD Nairobi, ACK Garden Annex,  
P. O. Box 61216, 00200, NAIROBI, KENYA  
Tel: +254 20 2721172, 2721185/86**

To apply, please forward you Curriculum Vitae and cover letter to [recruit@cncafrica.org](mailto:recruit@cncafrica.org) and [recruit@acordinternational.org](mailto:recruit@acordinternational.org) with the Job Title in the Subject Box.

The CNC is an equal opportunity employer.

**Closing Date: 11<sup>th</sup> May 2017**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**