RE: VACANCY ANNOUNCEMENT

Farm Concern International is a non-Governmental organization working among and improving livelihoods of small holder farmers has opportunities in the following positions. The Applicants should be innovative, result oriented, born again with high Christian morals.

1. HR 1/04/30/15 Program Manager- Markets & Trade

Job Summary
The incumbent should be a highly experienced marketing specialist with extensive knowledge in private sector systems, markets and trade. The candidate must demonstrate solid skills in documentation, market development, private sector partnerships, promotions and strong networking skills.

Duties & Responsibility
- Develop Strategic partnerships between Donors, Governments, Partner organizations, Private Sector Players and regional bodies
- Design proposals and other instruments for resource mobilization
- Provide both management and technical leadership to various teams
- Facilitate implementation of projects and programmes
- Foster partnerships with government departments, agencies and private sector players
- Design and supervise implementation of marketing strategies for various commodities and products
- Supervise market research, market monitoring, market trends and targeted marketing for various commodities
- Develop report to donors and partners
- Qualifications & Experience
  - Advanced University Degree: MSc / MBA: Masters in Marketing / Agricultural Economics / Strategic Marketing / Business from recognized University(ies)
  - Excellent management and leadership skills
  - A proven record on documentation: report writing, market research and analysis, data management
  - Demonstrated experience in partnership development, international business management as well as demonstrated interpersonal and communication skills.
  - The position require candidates be fluent in English language skills both written and spoken, willingness and ability to travel frequently as well as ability to work beyond the call of duty
2. HR2/04/30/15: Technical Writers

Job Summary
The incumbent will be responsible for creating and writing various types documentation that will include technical briefs, program briefs and donor reports.

Duties & Responsibility
- Explain scientific and technical ideas in writing.
- Interpretation of research finding, technical & Analytical writing.
- Compilation of projects narrative reports for the organizations donors.
- Participate in writing proposals for the organization to seek for donor support.
- Conducts research and develops relevant materials for various communications projects undertaken by the organisation.
- Read the program reports and development various documentation such as briefs and Human stories.
- Impact documentation.
- Qualification & Experience
- 2 to 3 experience years in continuous technical writing.
- Degree in Communications, marketing, Agri Economics or any other related studies.
- Master Degree is added advantage but not a pre requisite.
- Passionate and seasoned writer.

HR 3/04/30/15 Program Accountant

Job Summary
Assumes responsibility for post award grant accounting thus ensuring compliance with funding source administrative guidelines, timely receipt of revenue, accurate posting of transactions, and budgetary control for the assigned programs.

Duties & Responsibility
- Prepare all accounting entries (transactions and journals) related sponsored programs and restricted funds.
- Prepare invoice/billings and collect funds for the support of restricted fund expenditures.
- Ensuring spending is kept in line with the budget;
- Compute, prepare and account for indirect costs as necessary.
- Setting up cost centres based on the terms of the grants.
- Invoice sponsors/Donors for reimbursements.
- Prepare cost reports to demonstrate compliance. Ensuring proper classification of incurred costs and compliance of the stipulation of the grant.
- Analyse cash received to determine outstanding receivables.
- Pass Journal entries include purchase orders and approval of the disbursements of the cash.
- Prepare all applicable donor and management reports for programs and ensure the timely submission thereof.
Qualifications & Experience
• CPA(K) or its equivalent.
• Qualification with 4 years accounting experience, preferably two in non-profit sponsored programs.
• Knowledge of Donor requirements related to sponsored programs at local, national, and regional levels.
• Knowledge of personal computer based applications including word processing, spreadsheets, and databases.
• Knowledge of general accounting and financial management principles
• Ability to work with minimal supervision.
• Ability to work as an effective member of the Program Management Team.
• Ability to communicate effectively orally and in writing.

HR 4/04/30/15 Internal Auditor
The incumbent will be responsible for achievement of strong and sound internal controls in the organization business

Duties & Responsibility
• Participating in the drawing up of the annual audit plans.
• Preparing risk responsive audit programs for use in the auditing process
• Reviewing internal control systems in areas selected for review
• Performing detailed work in the areas selected addressing all risks identified during planning stage
• Carrying out audits as per the audit plan
• Preparing audit reports for management responses and ultimate submission to the Management
• Following up on Management to implement audit recommendations as agreed at Leadership meetings

Qualifications & Experience
• Bachelor of Commerce or Business Administration degree obtained from a recognized university
• CPA (K) qualification or its equivalent
• Audit Preparation, Planning and Coordination
• Internal Controls
• Risk Management
• Audit Report Writing
• Conduct Financial Investigations
• Accounting operations

Interest candidates should forward their applications to hr@farmconcern.org
Due date: 15th May 2015