Maseno University has received a research grant from the African Development Bank (AfDB) towards a project entitled “Flood Disaster Risk Reduction in Budalangi, Busia County, Kenya”. This support is part of the ClimDev-Africa Special Fund (CDSF) managed by the AfDB.

As the executing and implementing agency, Maseno University seeks to fill the following positions.

**COMPONENT FOUR: PROJECT MANAGEMENT AND ADMINISTRATION**

**1. Project Administrator**
This position will report to the Project Technical Lead and will be responsible for:

- Day-to-day management of project implementation activities in liaison with project component leads;
- Liaise with Maseno University finance and procurement departments and ensure compliance with the statutory requirements of Maseno University and the African Development Bank guidelines;
- Supervise project staff (project accountant, community development officer, administrative assistant, driver and community volunteer) and manage contracts of consultants;
- Prepare and update project monthly, quarterly and annual work plans in collaboration with M&E officer and submit to the Project Technical Lead;
- Prepare, and document monthly, quarterly and annual progress reporting meeting in collaboration with M&E officer and submit to the Project Technical Lead.
Qualifications and Experience:
The successful candidate is expected to have:
- MA level of education in MBA Human Resources, MA in a relevant social science discipline or education;
- Diploma in Business Administration or Project Management is an added advantage;
- Minimum 4 years’ experience in project management, and proof of familiarity with donor funded projects is mandatory;
- Strong analytical and team building skills;
- Proficiency in computer applications such as MS Word, MS Excel and PowerPoint;
- Excellent communication and experience in training facilitation;
- Ability to work independently and as part of a team

Duration: 2 years

2. Monitoring and Evaluation Officer
This position will report to the Project Technical Lead and will be responsible for:
- Establishment of an project monitoring and evaluation (M&E) system (selection of M&E indicators, evaluation of implementation progress, outputs and outcomes);
- Coordinating M&E activities and work with project component leads on impact assessments and documentation of lessons learnt and integration into project operations;
- Prepare and update project monthly, quarterly and annual work plans in collaboration with Project Administrator and submit to the Project Technical Lead;
- Assist in social surveys and assessments;
- Design guidelines, tools and reporting formats for M&E for project implementation;
- Preparation of monthly, quarterly, and annual progress reports;
- Maintain a digital archiving system of M&E data and information.

Qualifications and Experience:
The successful candidate is expected to have:
- Masters level of education in a relevant social science discipline such as sociology, anthropology, geography, development studies, public health, economics or statistics;
- Minimum 4 years M&E work experience in a business, research/academic or project management environment;
- Proven abilities in operations research, impact assessments, project M&E;
- Demonstrated capacity to develop and oversee implementation of M&E plans;
- Proficiency in word processing, spread sheets, databases, presentations and statistical applications;
- Excellent communication and experience in training facilitation;
- Ability to work independently and as part of a team

Duration: 2 years

3. Community Development Officer
This position will report to the project administrator and will be responsible for:
- Managing the project field office;
• Coordination of project implementation activities in the project area;
• Maintaining communication and partnerships with county government and community organisations;
• Coordinate trainings and workshops and meetings for project stakeholders;
• Coordinate mobilization and dissemination of project activities to stakeholders;
• Coordinate participation of community disaster management teams;

Qualifications and experience:
• MA degree in sociology, anthropology, community development, development studies or political science;
• At least 4 years relevant working experience in community development, rural development, project implementation or working with grassroots organizations;
• Knowledge of project programming using participatory approaches;
• Knowledge of the socio-economic dynamics of the project area;
• Knowledge of local language will be an added advantage;
• Proficiency in computer applications including MS Word, Excel, and PowerPoint;
• Excellent communication and experience in training facilitation;
• Ability to work independently and as part of a team.

Duration: 2 years

4. Project Accountant
This position reports to the Project Administrator and is responsible for:
• Liaise with Maseno University’s Finance Officer to maintain project cash book(s) and prepare financial reports;
• Initiate payments, prepare payment vouchers and bank reconciliations;
• Maintain imprest records for cash advances to project staff, and follow up accountability of the imprests on a timely basis;
• Safe custody of payment vouchers, accounting and supporting documents;
• Help prepare monthly, quarterly and annual project financial reports.

Qualifications and Experience:
The candidate is expected to have:
• A bachelor’s degree from in finance, business administration, accounts or economics;
• CPA K certification is mandatory;
• Minimum 4 years hands on experience gained in a public, university, NGO or project implementation environment;
• Proficiency in finance and accounting related software as well as MS Word, Excel and Power point;
• Excellent communication and interpersonal skills;
• Ability to work independently and as part of a team.

Duration: 2 years

5. Administrative Assistant/Cashier
This position will report to the project administrator lead and will be responsible for:
• Provision of administrative support to the project administrator;
• Managing petty cash and office stores;
• Providing support in reporting and documentations of project component activities;
• Arranging meetings, taking minutes and documentation;
• Reception duties and contact with visitors.

Qualifications and Experience:
• Minimum of a bachelor’s degree in business administration or relevant social science discipline;
• Minimum 4 years of relevant work experience in a business, research or project implementation environment;
• Demonstrated ability to manage information archives/resources, and strong interpersonal and practical problem-solving skills;
• Basic knowledge of accounting or book-keeping;
• Excellent communication and interpersonal skills;
• Ability to work independently and as part of a team.

Duration: 2 years

6. Project Driver/Office Assistant
The position reports to project administrator and will be responsible for:
• Transport staff, goods and equipment during project implementation;
• Safe custody of project vehicle and keep record of project vehicle mileage log;
• Ensure proper maintenance of project vehicles; and
• Clerical office work as may be appropriate.

Qualifications and Experience:
The candidate is expected to have:
• At least KCSE level of education;
• Holder of at least 4 years valid Kenyan driving license Class BCE;
• Minimum three year’s work experience;
• Basic knowledge in mechanics is an added advantage;
• Excellent communication and interpersonal skills;
• Ability to work independently and as part of a team.

Duration: 2 years

7. Community Volunteer
The position reports to the community development officer and will be responsible for:
• Support the community development officer manage the community development center (CDOC);
• Assisting with trainings, meetings and workshop with project partners at community level;
• Assist project staff during mobilization, fieldwork and dissemination activities.

Qualifications and Experience:
The candidate is expected to have:
• At least a Bachelor’s degree;
CONSULTANTS

1. Hydrologist
The successful consultant will be expected to:

- Collect relevant data on rainfall, evaporation, stream flow and lake level;
- Conduct data integrity by checking data quality, identifying missing data and data filling using appropriate methods;
- Analyze hydro-meteorological data to determine descriptors including magnitude, duration, probability, extent and intensity of floods;
- Characterize flood hazard risk in terms of frequency, probability and seasonality of occurrence;
- Work with GIS and Remote Sensing specialist to model different flood hazard scenarios; appropriate models;
- Work with the River Hydraulic surveyor to integrate hydraulic and hydrologic data in the flood model
- Design process of community based data collection, management and dissemination on response to flood disaster risks; and

Outputs:
- Hydrologic model for the Nzoia River basin
- Nzoia River flood return periods and magnitudes
- Flood inundation scenarios

Duration of Consultancy: Seventy days from the commencement date.

Qualifications and Experience:
- Post graduate training in geography, hydrology, meteorology, and earth science;
- At least 4 years working experience in hydraulic and hydrological modeling is a prerequisite;
- Research experience in hydrology or water resources management will be an added advantage;
- Strong analytical skills of hydrological data;
- Excellent communication and experience in training facilitation;
- Ability to work independently and as part of a team.

2. GIS and Remote Sensing Specialist
The successful consultant will be expected to:
• Set up a GIS database on flood disaster risk;
• Analyze GIS/Remote sensing data using GIS and image analysis packages;
• Work with the hydrologist and River Hydraulic Surveyor to simulate different flood hazard scenarios by using appropriate models;
• Facilitate GIS and database use training to project staff and partners.

Outputs:
• Functional integrated GIS database
• Flood inundation scenarios
• GIS database user manual

Duration of Consultancy: Seventy days from the commencement date.

Qualifications and Experience:
• Post graduate training in geography, hydrology, meteorology, and earth science;
• Training in GIS and Remote Sensing supported by proven experience in GIS applications for Water Resources Management;
• Strong analytical skills of GIS and Remote Sensing;
• At least 4 years working experience in GIS database management;
• Excellent communication skills and training facilitation;
• Ability to work independently and as part of a team.

3. River Hydraulic Surveyor
The consultant will be expected to:
• Conduct topographic and cross-section survey of River Nzoia 0.5km upstream of Rwambwa bridge to Lake Victoria using a Total Station and Auto Level instruments and profiles for River Gauge locations;
• Conduct cross section survey of floodplains (within embankment and outside of the embankment on both side);
• Work with the hydrologist to analyze river hydraulic data to determine discharge at different sections of the river;
• Work with the GIS and Remote sensing specialist in hydraulic modeling;
• Collect information on structures (such as river training works, road crossings, bridges etc.) with digital photographs and GPS information for each.

Outputs:
• Drawings showing River Plan, Cross-section, Gauge location, all structures, reference point, Road/bridges. The drawings will cover the drainage and river banks.
• Detail Plan of each river cross-section showing starting and end point co-ordinate of cross-section with graph of all cross-sections in Excel format;
• Photographs and brief notes on control points in UTM, WGS 84 projection system.

Duration of Consultancy: Sixty five days from the commencement date.

Qualifications and Experience:
• Bachelor’s degree in survey, geography or appropriate technology
• Post graduate training in survey, geography or environmental science;
• At least 4 years working experience preferably in river hydraulics, hydrology and water resources management;
• Knowledge of GIS and Remote sensing will be an added advantage;
• Excellent communication and training facilitation skills;
• Ability to work independently and as part of a team.

4. Database Management Specialist
The successful consultant will be expected to:
• Design the structure, maintain and regularly update the project’s database;
• Work with the GIS/Remote Sensing specialist and hydrologist on data entry, back-up to ensure data integrity;
• Train project staff and partners on operation and management of the database;
• Develop and document database/design and operational manual on for database management.

Outputs:
• Functional database system in place
• Database operating manual

Duration of Consultancy: Sixty five days from the commencement date.

Qualifications and Experience
• MSc in information technology or computer science;
• Minimum 4 years working experience preferably in database design and management;
• Experience in management of relational databases will be an added advantage;
• Excellent communication and training facilitation skills;
• Ability to work independently and as part of a team.

5. Social Survey Specialist
The successful consultant will be expected to:
• Develop research instruments including household survey questionnaire and focus group discussion guide (FGD);
• Train supervisors and enumerators on field work data collection;
• Pilot research instruments prior to actual field work;
• Design data entry screens and data code book (for open ended questions);
• Train data entry clerks on data entry;
• Conduct preliminary data analysis and write survey report.

Outputs/reporting requirements
• Completed research instruments;
• Training report for fieldwork supervisors and enumerators;
• Preliminary data analysis report;
• Fieldwork report.

Duration of Consultancy: Forty five days from the commencement date.

Qualifications and Experience
• Post graduate training in a relevant social science discipline or statistics;
• Training in social science research methods;
• Demonstrable proficiency in data analysis using MS Excel and SPSS, knowledge of qualitative data analysis;
• At least 4 years working experience data analysis and documentation;
• Excellent communication skills and training facilitation;
• Ability to work independently and as part of a team.

6. Training Curriculum Development Specialist

The successful consultant will be expected to:
• Conduct training needs assessment for county, national government staff and community organizations on climate change and flood risk database management;
• Design and develop relevant and culture appropriate training modules on climate change and flood risk database management;
• Developing the training guidelines for target groups;
• Plan/schedule implementation of trainings.

Outputs/reporting requirements
• Project training strategy and needs assessment report;
• Curriculum developed
• Training manuals/modules for institutions and community trainings.

Duration of Consultancy: Fifty days from the commencement date.

Qualifications and Experience
• Post graduate training in education or project planning and management;
• A Bachelor’s degree of education in a relevant social science discipline such as history, geography or languages;
• At least 4 years working experience in development of training materials;
• Demonstrate experience in developing adult and youth appropriate modules;
• Excellent communication and facilitation skills;
• Ability to work independently and as part of a team.

7. Training Facilitator

The successful consultant will be expected to:
• To interpret the training programme and curriculum;
• Facilitate training for county, national government staff and community organizations on climate change and flood risk database management;
• Identify relevant training approach and methods (appropriate for the youth and adults)
• Identify and use appropriate presentation style.

Outputs:
• Project training assessment report;
• Training approaches and presentation styles;
• Training attendance list and reports.

Duration of Consultancy: Seventy days from the commencement date.

Qualifications and Experience
• Post graduate training in education or project planning and management;
• A Bachelor’s degree of education in a relevant social science discipline such as history, geography or languages;
- At least 4 years working experience in conducting training activities for young and adult learners;
- Demonstrate experience in facilitation of training for community development, public institutions and NGOs;
- Excellent communication and interpersonal skills;
- Ability to work independently and as part of a team.

8. Gender Specialist
The successful consultant will be expected to:
- Develop project gender strategy;
- Conduct gender sensitization training for project staff;
- Assist during mobilization and dissemination workshops;
- Work with social survey specialist to integrate gender issues into research instruments.

Outputs:
- Gender strategy report;
- Gender evaluation checklist and assessment report;

Duration of Consultancy: The total consultancy period is expected to be sixty days from the commencement date.

Qualifications and Experience:
- MA degree in sociology, anthropology, community development, geography, development studies, gender studies, and political science;
- At least 4 years working experience in community development projects, implementation of rural development initiatives, working with grassroots organization and gender related research or projects;
- Excellent communication and experience in training facilitation;
- Ability to work independently and as part of a team.

9. Communications Officer
The successful consultant will report to the Project Technical Lead and is expected to:
- Design project communication strategy;
- Design mobilization, awareness, advocacy tools and other products, including outreach activities for dissemination of project’s findings, preparation of communication and awareness creation material;
- Assist component leads to design communication materials such brochures and leaflets for policy briefs and reports;
- Assist community development officer develop community communication strategy;
- Support production of training, meetings and workshop materials;
- Help produce one photo/video documentary on project implementation.

Outputs:
- Project communication strategy report;
- Templates for brochure, flyers and leaflets;
- One five minutes photo/video documentary on project implementation.

Duration of Consultancy: The total consultancy period is expected to be seventy days from the commencement date.
Qualifications and Experience:
- Postgraduate training in media and communication, journalism, public relations or relevant social science discipline with emphasis on participatory communication and social mobilization;
- At least 4 years’ working experience in the media, public relations, and research documentation and report writing;
- Proven experience in working with a various stakeholders (academics/researchers, government officials, NGOs and civil society organizations, and community groups);
- Knowledge of current developments and practices in communication including digital media, indigenous media, community organization and participation;
- Ability to work independently and as part of a team.

10. Research Assistant (3 positions)
The successful consultants will report to Project Component Leads and will be expected to:
- Register and undertake an MA course in one of the disciplines (Sociology, Anthropology, Economics or Environmental Science) in Maseno University (mandatory);
- Conduct desktop literature review and reporting;
- Assist research teams in data collection, entry and analysis;
- Assist project staff during mobilization, fieldwork and dissemination activities;
- Any other duties deemed appropriate.

Outputs:
- Literature review reports;
- Policy briefs;
- Master thesis submitted for examination.

Duration of Consultancy: 2 years

Qualifications and Experience:
- Bachelor’s degree in sociology, anthropology, economics, environment or earth science;
- Evidence of admission to a master’s degree programme;
- Computer literacy and use of internet is mandatory;
- Excellent communication and interpersonal skills;
- Ability to work independently and as part of a team.

11. Field Work Supervisors (Two positions)
The successful consultant will report to component Two Lead and is expected to:
- Assist the component Lead and research consultant conduct field work;
- Supervise enumerators during field work data collection;
- Take photos to document field work process;
- Ensure household questionnaires are properly completed.

Outputs:
- Fieldwork report;
- Properly filled in questionnaires;
- Photos of field work events.

Duration of Consultancy: 3 months
Qualifications and Experience:

- A Bachelor’s degree in a relevant discipline with 3 years of experience in fieldwork data collection and supervision of enumerators or diploma level of education in agricultural extension, business administration or project planning and management with 3 years of experience in fieldwork data collection and supervision of enumerators;
- Knowledge of the socio-economic dynamics of the project area;
- Knowledge of local language will be an added advantage;
- Excellent communication and experience in training facilitation;
- Ability to work independently and as part of a team.

12. Field Work Enumerators (Eight)
The successful consultants will report to field work supervisors and will be expected to:
- Assist the field work supervisor conduct field work;
- Administer household questionnaires;
- Take notes of field work process;
- Take photos to document field work process;

Outputs:
- Fieldwork report;
- Properly filled in questionnaires;
- Photos of field work events.

Duration of Consultancy: 3 months

Qualifications and Experience:

- At least Diploma level of education in social sciences, community development, agricultural extension or project planning and management;
- Minimum 3 years of experience in fieldwork and administering questionnaires;
- Knowledge of the socio-economic dynamics of the project area;
- Knowledge of local language will be an added advantage;
- Excellent communication and experience in training facilitation;
- Ability to work independently and as part of a team.

If you meet the above specifications, please submit three (3) copies of your application letter including, current CV indicating two referees, copies of certificates and testimonials to:

THE DEPUTY VICE-CHANCELLOR,
PARTNERSHIPS, RESEARCH & INNOVATIONS
MASENO UNIVERSITY
P.O. BOX 333, MASENO.

Not later than Friday 16th October, 2015.
Female candidates and persons with disabilities are encouraged to apply. Maseno University is an equal opportunity employer. Only shortlisted candidates will be contacted.