



Programme Assistant, Agronomy - Role profile

Location	Biu, Hawul, Bayo, Kwayakusar, Madagali and Michika	Department	International
Reports to	Programme Officer, Agronomy	Salary Band	G
Matrix manager	Click here to enter text.	Competency level	1

Role definition

Role purpose

The Programme Assistant Agronomy (PAA) will be responsible for designing and implementing all project crop farming (Agronomic) activities in the target communities in Hawul, Kwayakusar, Bayo, Biu, Madagali and Michika LGAs, both directly and indirectly through training/mentoring of project community volunteers and Program Beneficiaries (PBs), linking up with LGA BOSADP Officers, other NGOs and private sector actors at the community level

Key outcomes

Under the direct supervision of the POA and in collaboration with the extension agents, field agents and community volunteers and CPAs and other team members of the program and of the base, the PAA will:

- Facilitate initial community entry activities.
- Implement the community project plans and make recommendations to the POA for approval of community agronomic project activities
- Implement training of beneficiaries on rain fed seed crop production, dry season crop production and micro-garden farming.
- Facilitate Agronomy related surveys in communities.
- Prepare action plans and provide direct support to beneficiaries through visits, in line with the action plans and as required.
- Facilitate links and referrals relationships between the beneficiaries and community groups and local sources of support.
- Ensure all documentation, reports, and records from the community on rain fed/dry season seed crop production and micro-garden farming are maintained per agreed procedure, and information is provided on these community activities as required.
- Co-facilitate step-down trainings with beneficiaries and community groups on various topics on rain fed /dry season seed crop production and micro-garden farming as outlined in the implementation plan.
- Support beneficiaries and community groups to conduct assessments/project activities to all especially women and youths in the communities.
- Work on facilitating partnerships with relevant agronomic value chain actors and their service providers (Private BDS providers)



- Support activities on community disaster risk reduction, farmer field schools, asset transfer and revolving fund management, community-based saving and lending groups opportunities.
- Ensure data collection on rain fed/dry season seed crop production and micro-garden farming under technical guidance of the M&E officer
- Coordinate with community- based LGA BOSADP Officers, other NGOs and private sector actors.
- Act as POA in the absence of the POA
- Do any other responsibility that will be assign to him/her

Role agility

Expected travel per annum Up to 40 days

On call/unsocial hours Yes

Surge capacity for emergency responses No

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The PAA should provide community project supervision, promotes and values participatory approaches at the community level throughout the projects' cycle, awareness raising and sensitisation, and all related program activities, Pre and Post Agronomic activities Monitoring (PAM) of agronomic activities as well as monitoring and evaluation under the direct supervision of the POA. During the absence of the POA, the PAA will wholly be accountable for the project under the direct supervision of the Programme Coordinator.

Role requirements

Relationships

External Build strong relationships with partners, networks, donors, stakeholders and community beneficiaries.

Internal Build strong relationship with program departments, FSL/WASH Staff, MEAL officers, program managers, M&E units and all in-country and global staff.

Decision making

Budgetary/savings responsibility Click here to enter text. Outline the amount of budgetary/savings responsibility this role is accountable for.

Make decisions to manage community gate keepers effectively, from identification of volunteers and the day-to-day management of community programme teams. Day to day decision to ensure community



projects are running effectively and supporting the projects informed by Christian Aid's strategy and strategic focus areas. Make contributions around project proposals, ensuring they are prepared and comply with community expectations.

Analytical skills

Works on complex issues. Problems and issues, risks and benefits may have implications across several project components.

Required to develop new ways of doing things to better meet program goals requiring creative or analytical ability.

Developing self and others

Number of Direct reports 9
Field Agents and Extension Agents

Overall people management responsibility 9
Field Agents and Extension Agents

Monitor and supervise the community field agents and government extension workers

Role related checks

Child protection clearance Standard **Counter terrorism screening** Required

Person specification

Applied skills/knowledge and expertise

Essential

Essential Criteria

- Level of Education –Degree, in any relevant field with at least 2 years' experience
- Must have substantial experience in implementing community-level development projects, using participatory engagement and grassroots mobilization techniques.
- Experience working on value chain actors and their service providers (Private BDS providers)
- Sound experience working on disaster risk reduction, farmer field schools, asset transfer and revolving fund management, community-based saving and lending groups
- Excellent training and facilitation skills with a wide variety of groups having diverse experiences, backgrounds, skills, and education levels.
- Experience in handling grants to local groups, ensuring appropriate basic documentation and accountability at the community/field level.
- Excellent verbal communication and listening skills.
- Language Requirements: Spoken English-Excellent; Written English-Good (ability to type and prepare reports and other documents as needed.)
- Must be able to speak at least one local language predominant in that state.

Desirable

- Involvement in relevant value chain projects, and/or those involving vulnerable people, especially those with asset/cash transfer components and/or interventions.
- Experience in engaging directly with vulnerable people, facilitating women activities and/or facilitating vulnerable people's participation in meetings, discussions, etc.



- Involvement in projects and/or initiatives that address issues of power, diversity, exclusion, participation, and gender.
- Ability to multi-task, engage in long-term planning, meet deadlines, and handles last-minute demands; exercise patience, and adapt to changing circumstances

Digital/IT competencies required

Word, Excel, PowerPoint	Intermediate	Web content design & development	Basic
Internet based collaboration tools and video calling	Intermediate	Social Media	Intermediate
Data Visualisation	Basic		

DATE CREATED

08/04/2022