

ROLE PROFILE: Project Officer, Mount Elgon Livelihoods Project

Title: Project Officer, Livelihoods Mount Elgon Project

Organization: Vi Agroforestry, Kenya Country Office, Kitale

Duty stations: Bungoma County- **3 Positions Open** (Mount Elgon – 1; Kabuchai-Cheptais – 1; Kanduyi-Webuye – 1)

Trans Nzoia County - **2 Positions Open** (Kwanza-Endebess -1; Saboti -1)

Duration: Fixed term of 2 years, with possibility of renewal; 6 months' probation period.

Start Date: As soon as possible

About Vi Agroforestry

Vi Agroforestry is a Swedish development organisation fighting poverty and climate change together. The organisation supports smallholder farmer families to lift themselves out of poverty through sustainable agriculture land management (SALM) based on agroforestry. What started as a tree planting initiative in 1983 is today an expert organisation implementing development projects through local partnerships with member-based farmer organisations.

The aim is to reduce poverty, hunger, and deforestation, and to contribute to increased mitigation, resilience, and adaptation to climate change, increased biodiversity, and sustainable food systems. Current projects and programmes target smallholder farmer families – especially women, youth, and children – in Kenya, Uganda, and Tanzania. The head office in Stockholm, Sweden, focuses on fundraising, advocacy, and programme monitoring and evaluation. The regional office in Nairobi, Kenya, coordinates operations, advocacy, and expertise. Country offices manage projects and partnerships.

Vi Agroforestry is carrying out the Mount Elgon Livelihoods Project, a climate change mitigation and adaptation initiative scheduled to continue through 2036. This project's primary aim is for smallholder farmers in the expansive Mount Elgon watershed, located in Bungoma and Trans Nzoia Counties, to achieve prosperous livelihoods that deliver environmental, social, and economic advantages.

Purpose of the position

The position is responsible for sensitizing, recruiting, contracting, and developing the capacity of smallholder farmers in Sustainable Agriculture for Climate Change mitigation and adaptation, thereby supporting sustainable development. The Project Officer shall work in accordance with the Mount Elgon Project document, the Emission Reduction Purchase Agreement and SALM Methodology to ensure quality and effective Project implementation. The Project Officer shall work under the direct supervision of the Project Manager, Mount Elgon Project. [The Project Officer shall work under the direct supervision of the Project Coordinator, Mount Elgon Livelihoods Project, and the overall guidance of the Carbon Projects Manager.

Values

Vi Agroforestry is a human rights-based organisation. The core values of non-discrimination, meaningful participation, accountability, transparency, empowerment, and continued learning guide all work, including the work with partners. People are stronger together, and sustainable development requires respect for human



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rights, democracy, and the environment. Through all actions, Vi Agroforestry, therefore, seeks to live by the principles of respect, transparency, and together.

General responsibilities

- Promote and support the interests of Vi Agroforestry
- Be committed to and contribute to the fulfilment of the Vi Agroforestry Strategy
- Ensure and promote a rights-based approach in all that we do.
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures, and workplans.
- Ensure compliance with donor requirements.
- Ensure high-quality delivery in all that we do.
- Be committed to fighting corruption and fraud and always report any suspicion of such.
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast of the developments in your area of responsibility.
- Contribute to effective cooperation between staff in the global organization.
- Contribute to a healthy work environment at the workplace.
- Support teamwork and assist each other as needs arise.
- Upon request from the Country Manager, fulfil other tasks at the country office or department level.
- Keep your supervisor updated on opportunities and challenges, as well as on the progress of your assignments. It's important to notify your supervisor ahead of time if you anticipate any difficulties in delivering your work or meeting deadlines.
- Contribute to the development and implementation of risk management plans, work plans, and budgets for the country office.

Key responsibilities

- Facilitate the implementation of activities stated in the annual budget & work plan.
- Facilitate good collaboration between farmer organizations and Government representatives to ensure local ownership and sustainability of the interventions.
- Facilitate implementation of common interests and income-generating activities among the groups of participants.
- Ensure adherence to the project methodology and VCS standard procedures
- Facilitate farmers' capacities in financial resource mobilization.
- Facilitate the implementation of Sustainable Land Use Systems, Integrated Catchment Approaches, and community-driven impact monitoring. In this, take charge of all farmer capacity-related tasks
- Facilitate the formation of reliable data collection tools and consistent record keeping among the farmer groups.
- Facilitate the formation and strengthening of farmer organisations/CBOs to offer services to their members
- Prepare and submit to the Project Coordinator progressive monthly, quarterly & annual reports
- Strengthen the capacity of farmer groups and community facilitators to undertake quality assurance of all data collected and submitted to the database.
- Support farmers' plan for implementation of SALM activities for Climate Change Adaptation and Mitigation.
- Maintain up-to-date records of different activities implemented in the focal area
- Ensure groups adhere to the SALM Methodology and the ERPA conditions.
- Ensure farmer groups have a functional adaptation of the M&E system to suit their own and project needs.



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- Strengthen the ability of group leaders to carry out their responsibilities efficiently and contribute to successful project implementation.
- Enhance community facilitators' ability to support grassroots project delivery while guiding their performance.
- Ensure adherence to the Vi Agroforestry and the project operating procedures.
- Carry out any other duties assigned by the supervisor.

Required qualifications:

Education level:

- University degree in Agriculture/Agricultural extension/Agronomy, Natural Resource Management, or related fields

Other professional qualifications:

- Knowledgeable on grant management and compliance issues.
- Good knowledge of Microsoft Office 365 applications

Work experience:

- A minimum of 5 years' experience from the NGO sector
- A minimum of 3 years' experience in leadership
- A minimum of 3 years' experience working with agroforestry, sustainable agriculture land management practises, climate change mitigation, and carbon sequestration.
- A minimum of 2 years' experience in project management

Languages:

- English
- Kiswahili

Personal competencies

- Strategic and conceptual thinking skills
- Leadership skills
- Accountable, honest, responsible, and trust-building personality.
- Respectful and Transparent
- Decisive
- Good planning and analytical skills
- Analytical skills
- Communication skills
- Collaborative skills
- Structured personality
- Flexible and creative personality
- Self-driven personality
- Team-player

How to Apply

Apply by sending your CV and cover letter indicating your salary expectation and your preferred duty station to: recruitment@viagroforestry.org no later than 17th July 2026 with subject heading **“Project Officer - MELP”**.



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Important Note

Please note that candidates who applied during the previous cycle need not reapply, as their applications are already under active consideration. Only shortlisted candidates will be contacted.

We look forward to receiving your thoughtful application. Your time in preparing your application is much appreciated; however, only shortlisted candidates will be contacted.

Vi Agroforestry strives for diversity in the organisation and welcomes applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.

If you want to alert Vi Agroforestry on suspected discrimination, corruption, or other serious misconduct during the recruitment process, do not hesitate to use our whistleblowing system: <https://report.whistleb.com/en/viagroforestry>