



**CHRISTIAN PARTNERS  
DEVELOPMENT AGENCY**  
*Together in Development*



**Position: Project Field Coordinator**

**Location: Nyeri,**

Christian Partners Development Agency (CPDA) is a non profit, non partisan, organization registered as a Non-Governmental Organization (NGO) under the NGO coordination act (1990) in 1993. Our programmatic focus is in two categories; governance and democracy, and integrated food security for sustainable livelihoods. These programmes are currently implemented in Kenya.

Traidcraft fights poverty through trade. A Christian response to poverty, it is best known as the UK's leading fair trade organisation and is engaged in a wide range of trade and development activities. In East Africa, Traidcraft works to enable poor producers to grow their businesses, find markets and engage effectively in trade. This includes working in the tea, honey and renewable energy sectors and in semi arid areas; and working to promote the availability of appropriate business services to enterprises.

CPDA and Traidcraft are jointly implementing a joint project aimed at increasing incomes for 30,000 small scale tea farmers through the utilization of land not currently under tea for other agribusiness opportunities. Ultimately, the project will contribute to reduced poverty and improved livelihoods among small scale tea farmers in Kenya.

We are looking to recruit CPDA Project Field Coordinator to support field coordination for successful implementation of the project. Reporting to the CPDA Project Manager, the successful candidate will be a proactive self starter, with strong community mobilisation, training, organisational skills and experience in a market-oriented business or NGO programme supporting small-enterprise development. A track record of successfully developing and managing projects is important. The successful candidate will be based in Nyeri.

**Key Qualifications, Knowledge and Experience:**

- Applicants must have a minimum of 2 years working experience in an NGO.
- Bachelor's degree in Social Sciences, business, entrepreneurial and community development related disciplines.
- Training in Project Cycle Management and Participatory Monitoring and Evaluation would be an added advantage.
- Proficiency in Computers especially Microsoft office (Excel, Access, PowerPoint, Word, Publisher, Outlook).

**Competences required:**

- A team player capable of working with other field staff to deliver results within deadlines.
- Project proposal writing/resource mobilization, report writing, analytic and presentation skills.

<sup>1</sup> Christian Partners Development Agency (CPDA), Waiyaki Way, AACC Building, Ground Floor, Telephone, 254204 442 838, 4441994, Fax, +254 20 4450090, Email, [info@cpda.or.ke](mailto:info@cpda.or.ke), P O BOX 13968-00800Nairobi, Kenya

- Knowledge of tea sector issues including alternative enterprises to support tea farmers.
- Understanding of rights and livelihoods projects in design and implementation.
- Understanding governances, development and enterprises landscape of the region will be an added advantage.
- Ability to ride a motorbike will be an added advantage.

CPDA is an equal opportunity employer; both male and female applicants are encouraged to apply. The successful applicants will have a two years renewable contract. Only shortlisted applicants will be invited for an interview.

**Closing date for applications (5pm): 30<sup>th</sup> September 2011.**  
**Provisional date for interviews: 17<sup>th</sup> October 2011.**

Eligible applicants should send a cover letter and detailed CV by email to:

Executive Director,  
Christian Partners Development Agency (CPDA), Waiyaki Way,  
AACC Building, Ground Floor; Tel: +254204 442 838/4441994,  
Fax: +254 20 4442838/4441994, Email: [info@cpda.or.ke](mailto:info@cpda.or.ke); P. O BOX  
13968-00800; Nairobi, Kenya. Website: [www.cpda.or.ke](http://www.cpda.or.ke)

**Mark email clearly: CPDA Project Field Coordinator-Nyeri.**

***Canvassing will lead to automatic disqualification***