Job Advert - Program Assistant - Processing and Byproducts Management

Name of Job Holder:

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Assistant</th>
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<tr>
<td>Job Grade:</td>
<td>KT5</td>
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<td>Unit of Service:</td>
<td>KT Kenya</td>
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<td>Reports To:</td>
<td>Team Leader</td>
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<td>Duty Station:</td>
<td>Nakuru, Kenya, with frequent travels in the EAC Region</td>
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<tr>
<td>Employment Category</td>
<td>One Year Renewal Contract</td>
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Purpose of the Job

➢ Develop a range of alternative uses that turn rice straw, husks and other byproducts into a commodity around which sustainable value chains can be built to benefit farming rural communities, other value chain actors and stakeholders. The best alternatives in any one location depends on context.

Responsibilities:

a) Conduct feasibility studies to analyze potential products/byproducts by quantifying economic worth and identifying risks.

b) Develop and/or adapt various processes to be utilized in reducing the pollution load and promoting the practice of reuse and recycle of rice by-products/waste rather than the discharge action for the sake of sustainability and the emergence of novel techniques for the generation of value-added products.

c) Coordinate closely with project partners and build relationships with other stakeholders to ensure research outputs are transferred effectively.

d) Lead negotiations with external partners for upscaling of research products/prototypes, funding and partnerships at project level.

e) Provide professional advice to partners on the project.

f) Contribute to the research infrastructure and capacity building of partners of the R4iCSA in Kenya and Uganda.

g) Develop and test prototypes of rice products and byproducts.

h) Support the Trust in embedding sustainability dimensions including social and gender inclusion, environmental and economic aspects into reduce, reuse and recycle subprojects.

i) Perform other related duties as required.

j) Generate and share lessons from program implementation.

Competences

a) Ability to communicate complex issues across various audiences.

b) Ability to understand agriculture value chains, agribusiness and its transformative impact on livelihoods of small holder farmers, among others.

c) Excellent analytical skills.

d) Excellent organizational skills.
### Educational Qualifications and Experience Required

a) Minimum Master's degree or equivalent in Food Process Engineering and Technology, (Bio-)Process Engineering, Civil Engineering, Environmental Engineering, Environmental science or an advanced degree in natural resource management, waste management or related field

b) At least 5 years of work experience including 3 years of professional working experience in dealing with food processing, environmental management or environmental engineering projects or WASH projects or other development projects with environmental concerns

c) Strong working knowledge of sustainable food waste management systems and best practice in developing countries

d) Demonstrable experience working in Agricultural value chains preferred

e) Excellent written and verbal communication skills and the ability to communicate complicated and technical issues in a concise and clear way, to a wide range of target audiences

### How to Apply

If you are the right candidate, please send your application letter plus the following:

- An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- The names and contacts of three referees, and a daytime contact telephone number of each of them.
- Copies of Academic Certificate and Transcripts for O’ level, A’ level – where applicable, Under-Graduate and Post-Graduate qualifications
- The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- Your daytime contact telephone number; and
- A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.


Only shortlisted candidates will be contacted