

Job Title: Program Officer

Reporting Relationship: Portfolio Manager

Office Location: Specific location/Institution of choice

- AAMUSTED, Ashanti-Mampong
- Kwadaso Agric College, Kwadaso
- Ejura Agric and Mechanization College, Ejura
- C.K.T UTAS, Navrongo
- Damango Agric College, Damongo
- Ohawu Agric College, Abor

Introduction

Kosmos Innovation Centre is a non-profit organization that invests in young entrepreneurs and small businesses. We empower entrepreneurs to turn their ideas into viable, self-sustaining businesses and we work alongside promising small businesses to help them scale and reach their full potential.

Each program is driven by local staff and private sector experts, resulting in a distinctive focus on commercial solutions and local knowledge. Our customized, best-in-class business support programs feature a mix of skills training, mentorship, and seed funding.

Since our inception, more than 1300 young leaders have been trained in business skills and entrepreneurship through participation in our programs. Many of the start-ups formed or incubated through us have secured additional investment and gone on to win other start-up competitions.

Equal Employment Opportunity

KIC is an equal opportunity employer that has zero-tolerance for discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can develop talent and have sustained impact. We are committed to a workplace of respect and psychological safety where equal employment opportunities are available to all. We adhere to safer programming, and we do not engage in or tolerate discrimination on the basis of gender, religion, age, national or ethnic origin, disability, marital status, or any other vulnerable groups in the locations where we work.

Safeguarding & Ethics

We are committed to ensuring that all individuals we meet through our work, whether team members, community members, program participants, volunteers, students, or others, are treated with respect and dignity. We are committed to upholding the Universal Declaration of Human Rights and will not tolerate any form of violence, harm, child abuse, sexual exploitation, or harassment by or of our team members and program participants. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to always adhere to KIC's Code of Conduct policies, safeguarding policy and values.

Job Description:

Summary

The Program Officer is responsible for supporting the implementation, coordination, and appraisal of start-ups incubated at the regional Institution level and provides support to faculty advisor on the implementation of AgriTech pro and classic. Support Faculty Advisor and Program Manager implement activities of Young Farmers Business Academy (YFBA) with partner universities within your zone of influence.

The focus of this position is working with and through others, building and maintaining relationships, and working closely and accurately within established guidelines. There is a need for an effective communicator, someone who is able to stimulate and motivate others while being aware of and responsive to their needs and concerns. There will be many different people to meet and work with.

Job Responsibilities

Program implementation:

- Support the implementation of centrally designed training, acceleration, and incubation programs.
- Provide support to KIC participants and entrepreneurs across training, ideation, acceleration, investment, and scale-up stages.
- Support in developing and executing strategies for outreach, attracting and onboarding deserving and qualified participants, and start-ups into the KIC programs.
- Support in coaching and advising KIC participants and entrepreneurs.
- Be the switchboard for entrepreneurs to access relevant resources and connections at the regional level, especially in the agriculture sector.
- Support in setting up upcoming KIC programs at implementing institutions and surrounding institutions.
- Work with School Farm Competition coordinator and Faculty Advisor to coordinate procurement of inputs/supplies (start kits) and distribution to YFBA participants.

Monitoring, evaluation, and reporting:

- Assist with monitoring and evaluation efforts.
 - Work with Faculty advisor to coordinate M&E functions and data collection on the YFBA program.
 - Work with institution and program participants to track youth in job and impact on small holder farmer numbers on YFBA program.
- Produce reports on implemented programs for internal analysis.
- Maintain accurate and updated focused records.

Administration:

- Support in the execution of a centrally developed operational strategy for the entire KIC community at the regional level.
- Support day-to-day operations of the KIC regional center which will be located at a selected university.
- Support other KIC programs/activities when necessary.
- Assist implementing partners to compile and submit their financial supporting documents.

Job Characteristics

- Variety of activities/multiple projects occurring simultaneously.
- Each day is different from the next.
- Very socially focused; requires "how can I help you?" attitude.
- Moderate periods sitting at a desk and working on a computer.
- Field trips with moderate exposure to hazards.

Job Requirements

- Minimum of bachelor's degree in entrepreneurship, business administration, agriculture, or related field.
- At least five (5) years of progressive work experience in facilitating training programs, providing entrepreneurship and agricultural related support.
- Demonstrated ability to cultivate, build and maintain strong working relationships with relevant stakeholders at the regional level.
- Strong agricultural background experience is an advantage.
- Excellent technical knowledge of program implementation, impact assessment, monitoring and evaluation techniques and practices.
- Entrepreneurial skills.
- Business acumen.
- Good interpersonal skills and influencing skills.
- Ability to work independently with minimum supervision.
- Ability to work productively in a fast-paced, innovative, and changing environment.
- Good communication (oral and written) skills.
- Problem solving and analytical skills.
- Computer literacy skills
- Proficient facilitation and presentation skills.