



People for Rural Livelihood Change

Job Vacancy-Programs Coordinator

People for Rural Livelihood Change Organization is a non-profit organization that aims to transform the lives of people in rural areas. The organization undertakes projects to help the households achieve their social and economic needs as well as uphold human rights. The organization seeks to recruit a programs Coordinator to oversee implementation of livelihoods initiatives in Nyamira North Sub County.

Reports to: Director - People for Rural Livelihood Change Organization

Closely Work With: Other relevant partner organizations

Job Location: Gisage Office, Nyamira County

Contract Details: 12 months with a possibility of renewal based on performance

Job Purpose:

The role provides support in implementation of livelihoods programs by the People for Rural Livelihood Change Organization in Nyamira North Sub County.

Main Duties and Responsibilities.

Within delegated authority, the Programs Coordinator will be responsible for the following duties:

- Support the day-to-day implementation of livelihoods programs in designated areas within Nyamira North Sub County.
- Collaborate with relevant county government departments, including Agriculture, Cooperative Development, Health, Education, Land, Gender, Youth, and Social Welfare, to facilitate effective project implementation.
- Attend meetings with programs partners locally and internationally
- Mobilize and engage community members to participate in project activities and training.
- Facilitate and coordinate farmer training, demonstrations, field days, exchange visits, and other capacity building activities in line with project plans.

- Promote adoption of improved agricultural technologies, climate-smart agriculture practices, and good agronomic practices among the community members.
- Coordinates activities related to budget funding (program/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work program, program budget, etc.).
- Develops, implements and evaluates assigned programs/projects, etc.; monitors and analyzes program/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Facilitates workshops and other interactive sessions and assists in developing quarterly workplans, product roadmaps and action plans to manage the change, balancing stakeholder priorities, user needs, technical feasibility, and organizational capacity
- Support data collection, programs beneficiaries' registration, beneficiaries tracking, and maintenance of accurate project databases.
- Conduct regular field visits to monitor project activities, assess progress, identify challenges, and gather feedback from beneficiaries and stakeholders.
- Support the documentation of success stories, lessons learned, case studies, and best practices from project implementation.
- Work closely with the Monitoring and Evaluation team to collect, verify, and report project performance data.
- Assist in organizing stakeholder meetings, review forums, market linkage events, and coordination meetings at community and county levels.
- Support implementation of approved project activities in line with work plans, budgets, organizational policies, and donor requirements.
- Contribute to the preparation of weekly and monthly progress reports, highlighting achievements, challenges, and recommendations.
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Supervises teams involved in programs implementation, volunteers and interns
- Performs other duties as required.

Profession/Qualification

- A bachelor's degree in Social Sciences (Sociology, community development or social work) from a recognized university.
- 2- 3 years of experience in coordination of NGO programs

- Extensive practical experience in working with partner organizations
- Demonstrated experience and skills in project management cycle
- Computer and driving skills.
- Strong oral and written English.

Skills

- Excellent communication skills with fluency in English is a must; knowledge of local languages is an advantage.
- Strong interpersonal skills required, with the ability to collaborate with others.
- Willingness to travel to project sites with partners on a frequent basis.
- Ability to meet deadlines/perform duties on time; highly organized.
- Attention to detail.

How to apply

Interested candidates who meet the above requirements, should send a concise and up to date CV with three professional referees and cover letter explaining how you meet the criteria for this position as stated above (no more than 1 page) to info@livelihoodchange.org with the subject of the email as: “Programs Coordinator” on or before Wednesday, 18th September 2026. Only short-listed candidates will be contacted for interview.

People for Rural Livelihood Change Organization is an equal opportunity employer. We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, to apply to become a part of the organization.



Info@livelihoodchange.org



Livelihoodforchange.org

