TERMS OF REFERENCE FOR THE POSITION OF INFONET PROJECT MANAGER

1. INTRODUCTION

Biovision Africa Trust (BvAT) seeks to recruit a competent and initiative-taking **Infonet Project Manager** according to the provided terms of reference.

Job Title: Infonet Project Manager.

Reports To: Head of Farmer Communication Programme & Support Functions (Finance, HR & Admin).

Duty station: Nairobi

2. ABOUT BIOVISION AFRICA TRUST

Biovision Africa Trust (BvAT) is a not-for-profit organization established in Kenya in 2009, with its head office located within the main campus of the International Centre of Insect Physiology and Ecology (icipe) in Kasarani, Nairobi. The Trust's goal is to sustainably improve the health and prosperity of people in Africa while conserving the environment with agroecology and ecological organic agriculture as a basis for all life. Its mission is to alleviate poverty and improve the livelihoods of rural communities in Africa through disseminating relevant information and building the capacity of farmers and partners for the ecological transformation of African agriculture and food systems. A food secure African continent with healthy people living in a healthy environment is the vision of the Trust.

BvAT implements the Farmer Communication Programme in East Africa, the African Union Ecological Organic Agriculture (EOA) initiative in 9 countries (five in Eastern Africa and four in West Africa). In collaboration with PELUM Uganda BvAT coordinates the Knowledge Hub for Eastern Africa (KHEA) under the global Knowledge Centre for Organic Agriculture in Africa (KCOA) covering the five regions of Africa - West, East, North, Central and Southern Africa. Consequently, BvAT has strengthened its position as a leading organization championing the development of agroecology in Kenya and the African continent.

Infonet is positioned to contribute to the continental agenda of accelerating adoption of ecological organic agriculture (EOA) currently spearheaded by BvAT and partners under its AUC given mandate as the official host of the Continental Secretariat. Infonet becoming one of the knowledge platforms of the Knowledge Centre for Organic Agriculture (KCOA) in Africa can become vital information platform for the EOA country implementing partners (CIPs) and their associates in the continent.

3. Summary:

The Infonet Project Manager is a pivotal management role responsible for the success of the Infonet project, a groundbreaking web-based knowledge repository designed to empower farmers with reliable and validated information spanning human health, plant health, animal health, and environmental health. This position demands a unique combination of project

management expertise, a deep understanding of farmers' information needs, and the ability to inspire and guide a multidisciplinary team working on various information needs for farmers.

4. Key Responsibilities:

Project Management:

- Provide visionary leadership for the Infonet project, ensuring alignment with the organization's mission, goals, and strategic objectives.
- Develop and maintain a detailed project plan, encompassing clear timelines, milestones, resource allocation, and key deliverables.
- Oversee the project budget, ensuring responsible financial stewardship, efficient resource allocation, and effective cost control measures.
- Proactively identify and assess potential project risks and challenges, implementing robust mitigation strategies to ensure smooth project execution.
- Develop relevant performance criteria and indicators to monitor and evaluate the use and impact of the platform and the database.
- Continuously monitor project progress, tracking key performance indicators (KPIs) and generating insightful reports to inform stakeholders and decision-making.
- Lead, supervise, and mentor a high-performing team comprising the Communications, Marketing, and Networking Officer, Infonet Content Officer, and outsourced IT consultant.
- Foster a collaborative, inclusive, and results-oriented team environment, encouraging open communication, knowledge sharing, and mutual support.
- Maintain strong and transparent communication with internal (BvAT staff of other programmes and departments) and external stakeholders, providing regular project updates, addressing concerns, and ensuring their ongoing support.

Content and Platform Development:

- Work closely with the Infonet Content Officer to ensure the accuracy, relevance, and timeliness of all information hosted on the Infonet platform.
- Oversee the development, maintenance, and continuous improvement of the Infonet website, ensuring optimal user experience, accessibility across devices, and robust data security protocols.
- Work together with the IT consultant to implement cutting-edge technical solutions, maintain the platform's IT infrastructure, and address any technical issues that may arise.
- Continually expand and diversify the Infonet platform's content use, incorporating multimedia formats (videos, infographics) and interactive features to enhance user engagement.

Communication and Networking:

- Unsure development of communication products to increase understanding of Infonet with appeals to users especially farmers, practitioners, other platforms, networks and development partners.
- In collaboration with the project team, develop ideas and test new functionalities, interfaces, apps and partnerships to reach out to the African continent.
- Lead the Communications, Marketing, and Networking Officer to develop and execute comprehensive communication and outreach strategies that effectively promote the Infonet platform to farmers and other key stakeholders.

- Drive widespread adoption and utilization of the Infonet platform within the farming community, measuring its impact on farmers' knowledge, decision-making, and agricultural practices.
- Build and nurture strategic partnerships with relevant organizations, research institutions, government agencies, and farmer associations to expand the project's reach and impact.
- Foster a vibrant online and offline community around Infonet, facilitating knowledge exchange, peer-to-peer learning, and collaborative problem-solving among farmers.

5. Qualifications and Skills:

- A Master's degree in Agriculture, Agricultural Extension, Project Management, Information Science, or a related field is preferred. A Bachelor's degree with substantial relevant experience may be considered.
- A minimum of 5 years of demonstrated experience in project management, ideally within the agricultural sector, information technology, or a related field. Proven track record in leading complex projects, managing budgets, and achieving impactful results.
- Expert-level knowledge of project management principles, methodologies, and tools. Strong organizational, planning, scheduling, and risk management skills.
- Exceptional leadership and communication skills, with the ability to inspire and motivate teams, build consensus, and effectively communicate with diverse stakeholders.
- Familiarity with web-based platforms, content management systems, and knowledge repository technologies.
- Basic understanding of IT infrastructure and data security best practices.
- In-depth knowledge of agroecological information needs and challenges faced by farmers, as well as familiarity with relevant agroecology networks and resources.
- A genuine passion for empowering farmers through knowledge and information dissemination, coupled with a strong commitment to the project's social impact and sustainable agriculture.

6. How to Apply

If you meet the required qualifications and interested in this position, send your application including your CV and cover letter as one file indicating a summary of your key qualifications and expected salary and benefits to careers@biovisionafricatrust.org and Cc. info@biovisionafricatrust.org with the subject heading: **Infonet Project Manager**. The closing date for applications is **20.09.2024.** Only shortlisted candidates will be contacted for interviews.

Biovision Africa Trust is an equal opportunity employer.