



VACANCY ANNOUNCEMENT

Position: Programme Officer.
Reports to: Head of Programme (HoP).
Supervises: None.
Location: Nairobi, Kenya

Vacancy

Biovision Africa Trust (BvAT) seeks to recruit a competent and highly motivated individual as its **Programme Officer** to be based in its Head Office in Nairobi.

About Biovision Africa Trust

Established in 2009 and headquartered at the *icipe* campus in Nairobi, Biovision Africa Trust (BvAT) is a Pan-African not-for-profit organization dedicated to alleviating poverty and enhancing the livelihoods of smallholder farmers. We serve as a leading catalyst for the agroecological transformation of African agri-food systems by bridging the gap between scientific research and practical, farmer-led solutions through robust knowledge dissemination and capacity building. Our continental impact is driven through the Farmer Communication Programme in East Africa, the AU's Ecological Organic Agriculture (EOA) Initiative, and the Knowledge Centre for Organic Agriculture (KCOA) hubs across all five regions of Africa. Guided by our 2025–2028 Strategic Plan, "Transforming Livelihoods Sustainably in Africa," we focus on six core priorities: strengthening climate resilience, advancing applied research and communication, fostering dynamic market systems, influencing policy reforms, ensuring institutional stability, and deepening strategic partnerships. Ultimately, we are committed to realizing a food-secure Africa where healthy people and thriving environments coexist sustainably.

Job Purpose:

The Programme Officer will provide high-level technical and administrative support to the Head of Programme and Thematic Leads to support delivery of the BvAT Strategic Plan 2025–2028. The role is central to tracking the implementation of agroecology (AE) and ecological organic agriculture (EOA) initiatives across the continent. Key focus areas include coordinating planning cycles, monitoring performance against strategic indicators, supporting donor reporting, and facilitating BvAT's representation in national and continental stakeholder networks.

Key Duties and Responsibilities:

- a) Programme planning and implementation support

- Liaising with with HoP, assist Thematic Leads and Managers in developing detailed Annual Work Plans (AWP) and budgets aligned with the six Strategic Objectives of BvAT 2025–2028 Strategic Plan (SP).
- Track the implementation of project activities to ensure they remain on schedule and within the approved budget.
- Support the development of bankable interventions in sustainable agriculture for smallholder farmers, youth, and women.
- Coordinate with Country Partners to ensure regional projects (East, West, and Southern Africa) are harmonized with BvAT's core mission.

b) Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Work closely with the MEAL Officer to track progress against Key Performance Indicators (KPIs), such as the number of farmers adopting AE practices or increases in household income.
- Support the implementation of the integrated digital MEAL system to facilitate real-time data collection and adaptive management.
- Assist in organizing and facilitating Mid-Term Reviews and Final Evaluations to document cumulative impact and lessons learned.
- Collect and synthesize data for learning products, including case studies and success stories, to reinforce trust in AE/EOA as viable solutions.

c) Representation and stakeholder engagement

- Support BvAT's representation in national and continental networks for agroecology promotion.
- Assist in convening multi-stakeholder platforms, roundtables, and policy dialogues to advocate for the mainstreaming of AE/EOA principles in national budgets and frameworks.
- Maintain active dialogue with a diverse network of partner institutions, research centres, and civil society organizations.

d) Donor reporting and resource mobilization

- Draft high-quality technical and progress reports for donors ensuring compliance with specific reporting templates and timelines.
- Support the Partnerships and Business Development unit in identifying funding opportunities and drafting technical proposals for new grants.
- Maintain a repository of project data and evidence-based impact reports to support the organization's growth aspirations.

e) Research and knowledge management

- Support the Research/KM Manager in synthesizing research findings into farmer-friendly materials (manuals, infographics, videos).
- Assist in managing BvAT's digital knowledge-sharing platforms and ensure they are accessible to farmers and practitioners.

Working Relationships:

Internal Relationships: Executive Director, Head of Programme, Partnerships and Business Development team, MEAL Officer, Project Managers and all other BvAT staff.

External Relationships: Country Implementing Partners of EOA programmes, Organic Agriculture member organisations, National Organic Agriculture movements and donor's, partners and consultants.

Required Qualifications:

- Master's degree in Agriculture Agroecology, Environmental Science, Development Studies, or a related field.
- At least 7 years of progressively responsible experience in programme management within the NGO or development sector.
- Proven experience in supporting agroecology or sustainable food systems projects in Africa.

Required Skills and Competencies:**Technical Skills.**

- Strong understanding of Results-Based Management (RBM), Theory of Change, and advanced M&E tools.
- Exceptional technical writing skills with a track record of producing successful donor reports and policy briefs.
- Excellent interpersonal and networking skills to engage with high-level continental stakeholders and local farming communities.
- Proficiency in Microsoft Office Suite, project management software, and digital data collection tools.
- Strong commitment to environmental stewardship, inclusivity (gender and youth), and transparency.

Behavioural Skills

- Excellent coordination and time management skills.
- Strong interpersonal communication and stakeholder engagement experience.
- Ability to work independently and collaboratively across teams.

Responsibility for finances and physical assets:

- The jobholder has accountability for the laptops and office assigned assets.

Decision making:

- The jobholder has no final authority on key decisions in the programme other than routine decisions related to execution of work.

Information:

- The job holder has access to confidential information - Bio data such as age, level of education, Income, etc, of stakeholders.

HOW TO APPLY?

If you believe you qualify for this position, please apply by submitting your CV and a cover letter as one file indicating a summary of your key qualifications and expected salary and benefits to careers@biovisionafricatrust.org with the job title: **Programme Officer**, on the subject line to be received not later than **18th June ,2026**. We will not accept applications without a CV and cover letter. Only shortlisted candidates will be contacted for interviews.

Please visit our website: <https://biovisionafricatrust.org/> for full job description and more about the organization's profile and projects.

Biovision Africa Trust is an equal opportunity employer.