

**Job Title:** Extension Officer (1) – KHCRC

**Position Description:** Implement, coordinate, monitor and evaluate Agricultural extension activities in relation to the plans and programmes. He/she is also responsible for providing useful and available extension technologies to the farmers.

**Reporting to:** The Extension Officer is accountable to the Centre Director/OIC.

**Duty Station:** KHCRC. Travel to other Research Centres will be required.

**Duration:** Permanent

**Closing Date:** 16<sup>th</sup> December, 2022

**Duties and Responsibilities:**

**The main duties of the Logistics/Liaison Officer are:**

- ✓ Ensure that the staff under his/her supervision work to implement SLARI's policies and work plans.
- ✓ Manage the agricultural component of the research and development plans and ensure the preparation of viable proposals and their agreement for submission to SLARI / Administration.
- ✓ Supervise the implementation of M&E activities at field level to analyse the outputs, outcomes and impact of planned extension activities, including the collection of relevant data
- ✓ Liaise with regional projects and central programmes implementing extension activities in SLARI.
- ✓ Hold staff meetings to discuss activities and the way forward.
- ✓ Work with farmers to identify farmers' problems based on findings, discuss these with the management and decide on how to solve them.
- ✓ Decide on appropriate extension methodologies to deliver best-bet technical solutions to defined problems and agree on their implementation with the relevant authorities

- ✓ Work closely with the research counterparts in the management and implementation of on-farm trials within SLARI.
- ✓ Oversee the PIM&E of on-farm trials and demonstrations in collaboration with research staff of SLARI as necessary
- ✓ Arrange for the induction of newly appointed extension staff to facilitate on-the-job orientation and familiarisation with duties and procedures
- ✓ Supervise the administration of a range of activities to identify extension staff training needs.
- ✓ Collaborate with Extension Division of MAFFS on the planning of suitable extension staff training activities and back-up learning materials
- ✓ Ensure the preparation of quarterly and annual progress reports, and their timely presentation to the appropriate authorities
- ✓ Monitor field works closely
- ✓ Propose activities based on benefit to farmers and their change in need with time
- ✓ Participate in all SLARI activities eg: Field days, field tours, exhibition, trainings, meetings or workshops etc.
- ✓ Formulate and implement projects that strengthen agricultural/rural extension and provide technical assistance in capacity development of agriculture innovation systems.
- ✓ Prepare advocacy materials and documents to support the strengthening of agriculture innovation systems and support services.
- ✓ Participate in World Food Day (WFD) celebrations.
- ✓ Assist in the establishment of stakeholder platforms
- ✓ Foster collaboration with relevant NGO's operating in his/her respective area of operation.
- ✓ Dissemination of technologies/research findings to potential users
- ✓ Elicit feedback on research technologies
- ✓ Generate income from sale of planting materials and products
- ✓ Maintain good working relationship with MAFFS, Councils, Farmers Federation and local authorities.
- ✓ Provide support in the organization and delivery of technical workshops, consultations, seminars and training sessions on conceptual and practical aspects of extension and rural knowledge institution improvements.

- ✓ Contribute to the preparation of studies, position papers and conceptual frameworks that strengthen extension systems and agriculture innovation systems.
- ✓ Maintain networks of collaboration with technical specialists to gather information and promote awareness of technical issues to improve extension systems and advisory services.
- ✓ Perform any other related duties as required.

### **Judgment and Decision-Making**

- ✓ The jobholder makes routine operational decisions such as determining which farm or farmer to visit.

### **Educational Requirements**

- ✓ A minimum of Bachelor's Degree in Agricultural Extension and Rural Sociology, Agriculture General or related discipline from an accredited University

### **Competencies/skills**

- ✓ Knowledge in designing agricultural project, farm management, farm operations and marketing;
- ✓ Basic knowledge of weed and pests identification and control;
- ✓ Knowledge in soil testing and fertilizer application;
- ✓ Basic knowledge in project planning and implementation;
- ✓ People Management;
- ✓ Computer skills;
- ✓ Planning and organizing skills;
- ✓ Effective oral and written communication skills.

### **Work environment**

The job is mostly field-based with severe exposure to hazards and moderate physical strains such as working prolonged hours on the farm sites. There is also a moderate disruption to leisure due to requirement to do over time and make early starts.