



**Job title: Project Development Officer**

**Salary range: KES 4,695,768 - 7,000,000 per annum**

**Location: Nairobi, Kenya**



This role is perfect for someone looking to apply their Project Development experience within an organisation that is focused on helping to deliver 8 of the Sustainable Development Goals: (1) No Poverty; (2) Zero Hunger; (3) Quality Education; (5) Gender Equality; (12) Responsible Consumption and Production; (13) Climate Action; (15) Life on Land; and (17) Partnerships for the Goals. To apply visit [www.cabi.org/careers](http://www.cabi.org/careers)

# ABOUT US

## Background

CABI, in conjunction with our international donors and partners, implements and manages a wide range of initiatives around the world, ranging from research projects to rural development activities. The successful candidate will become part of the Project Development Group, supporting project development (finding funding sources, project design, proposal development) in all regions, helping CABI staff to articulate project ideas, develop logical frameworks and budgets, and ensuring that monitoring and evaluation, as well as important aspects such as gender perspectives, climate change and youth, are addressed in CABI project proposals, during the project design/scoping phase.

## Purpose of the role

We are seeking a highly adaptable and experienced project development or fundraising professional to join our Project Development Group. As part of a global team, they will support bid development and search for funding opportunities for CABI's international development and publishing projects. Your role will involve applications to donors worldwide, but you may have a particular focus on funding sources for work in Africa. The candidate will be integrated in business development and Centre business in Kenya (plus other African offices) and a key participant/contributor in Centre work.

## Key Accountabilities:

### Project Development

- Gather donor intelligence and explore new funding opportunities by regularly monitoring donor websites. Communicate this information within International Development and the Knowledge Business.
- Work closely with CABI scientists to prepare and collate information for project proposals.
- Assist project scientists in developing logical frameworks and planning and budgeting for project activities, including monitoring and evaluation.
- Ensure that gender perspectives are adequately represented in project proposals.
- Ensure that bid documents conform to the requirements and priorities of donor organizations.
- Finalize proposal documents for submission in excellent English and present them in a clear, logical, and winning style.
- Assist scientists with preparing internal quality assurance documents during the proposal process.
- Handle financial information competently and confidentially, including data analysis and presentation in line with donor requirements and CABI's financial procedures.

**By sharing knowledge and science, CABI tackles global issues like poverty, hunger, education, equality, sustainability, climate change, and biodiversity. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting natural habitats from invasive species, and improving access to scientific knowledge.**

CABI is an international, inter-governmental, not-for-profit organization that improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our approach involves putting information, skills, and tools into people's hands. CABI's 48 Member Countries guide and influence our work which is delivered by scientific staff based in our global network of centres.

CABI is committed to making a difference and playing its part in creating a brighter, more equitable, and sustainable future.

You can learn more at: [www.cabi.org](http://www.cabi.org)

## CANDIDATE PROFILE

### Knowledge & Skills

- Knowledge of research and international development funding streams
- Proven experience of project/proposal development for international donors
- Considerable and demonstrable post qualification experience in an agriculture or agricultural development context – typically at least 3 years
- Experience of developing projects across geographies or cultures
- Understanding of the use of applied biological science in international development, especially relating to agriculture and the environment
- Familiarity with the logical framework and other strategic planning approaches
- Proven ability to rapidly evaluate complex information and to articulate concepts effectively to technical experts and non-experts
- Fluency in English, with first class written and oral communication skills
- Excellent numeracy skills
- Good working knowledge of the MS Office suite of programs.

### Desirable

- Good knowledge of global and regional development issues including experience in research management
- Developing country experience in agricultural development and applied research, ideally working with a range of stakeholders including local communities, NGOs, government officials, other partners, researchers, etc.
- Understanding of knowledge management principles and the use of digital tools in an international development context
- Understanding of gender issues and how to mainstream gender and youth perspectives in projects
- Familiarity with file sharing and customer relationship management programs/platforms
- Competence in at least one other primary language.

### Education & Qualifications

- MSc. in biological or social science, preferably in agriculture, agricultural development, or international development. PhD or equivalent experience would be desirable.

### Personal Characteristics

- Highly motivated, organized, and adaptable, with strong interpersonal and communication skills. Proactive and enthusiastic in communicating with and supporting colleagues
- Comfortable working both independently and as a collaborative team player. Managing and prioritizing a high workload with a flexible approach to changing environments
- Strong analytical and problem-solving skills, with attention to detail.
- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously
- Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders
- Ability to travel from time to time

- A demonstrated commitment to high professional and ethical standards and a diverse workplace.

### **ROLE DETAILS:**

**Grade:** HAY Band 6

**Reporting to:** Project Development Director

**Direct reports:** None

**Key peers:** Project Development Officers

### **WHAT WE OFFER:**

We aim to recruit and retain passionate people with the necessary skills, knowledge, and commitment to help us achieve our mission. Our benefits are designed to make our lives easier, improve our work-life balance, save money and safeguard our well-being. They include:

- Competitive salary
- Defined contribution pension scheme with employee contribution that CABI will double-match up to 10% of gross salary
- 30 days of annual leave (including public holidays)
- An Employee Assistance Programme, with a full calendar of health and well-being initiatives
- Life assurance and long service awards
- Flexible working options including family-friendly policies
- Career development opportunities including internal promotions, mentoring, and Development Bursary to visit another CABI office
- A culture committed to being a fully inclusive, enjoyable, and fulfilling place to work.

### **EQUAL OPPORTUNITIES:**

We are a thriving international organisation attracting a diverse range of talented people from around the world. Our staff currently comprises over 30 nationalities and as an equal opportunity employer, we welcome applications from candidates irrespective of age, gender, race, color, nationality, ethnic or national origin, disability, religion, sexual orientation, or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified, and selection will be based on merit.

## STAFF FEEDBACK:

"CABI is a great place to work – fair, flexible and friendly."

"I really appreciate the way our team is run – it is very participatory and communication is excellent."

"I am very proud to work for CABI....I would always encourage other people to join the organisation."

"CABI is a great organisation with a real sense of mission and purpose."

"I appreciate the flexibility and hybrid working at CABI which helps contribute to my wellbeing."

"The global virtual Town Hall format is a great way of hearing from colleagues across CABI about the work they're doing."

To apply, please submit your CV and a cover letter to Cabi at [www.cabi.org/careers](http://www.cabi.org/careers) by 6th January **2025**.



Visit us on [LinkedIn](#) to find out more about working at CABI.

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