



Program Analyst- REGAIN
Location: Nairobi, Kenya
Job Reference: PA/PMU/02/2025

AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million small-farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and link to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems' transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive, and Increasingly Entrepreneurial* aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship, and Equity).

The Program

The RE-GAIN program - Scaling solutions for food loss in Africa, aims to address the impacts of climate change on harvest and post-harvest food losses in seven African countries: Burkina Faso, Ethiopia, Kenya, Malawi, Tanzania, Uganda, and Zambia. The program focuses on strengthening food security by supporting the innovative adaptation of the harvest and post-harvest value chain. It seeks to reduce food loss, improve food quality,



enhance local capacity, and reduce climate risks through the wide-scale adoption of Food Loss-Reduction Solutions (FL-RS) among smallholder farmers. The program operates across three primary pathways: farmer-centric, supplier-centric, and institutional support.

We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems by improving the livelihoods of smallholder farmers. Want to join us?

The Position

Program Analyst - REGAIN Job Reference: [PA/PMU/02/2025](#)

The Program Analyst will provide support and regular updates and generate insights on and maintain program performance data for the Program Management Unit (PMU) to support the Lead - PMU in the oversight and management function of the Program Management Unit, and in ensuring accountability to AGRA senior leadership. He/ she will be responsible for the coordination and management of the REGAIN program data, documentation, and processes related to implementation in all 7 countries.

The ideal candidate will also support the PMU in administration functions, reporting, compliance, and internal and external communications within the REGAIN program.

Key Duties and Responsibilities:

Program Administrative Management:

- Oversee and manage all arrangements, including outside logistics related to conferences and workshops under the REGAIN program.
- Oversee and manage processes related to meeting management including budget preparation and approval, drafting meeting memos, procuring services, managing funds transfers and DSA payments, processing payments for goods and services, reconciling payments, and following up payment and vendor management.
- Maintain a real-time record of ongoing projects and those in the pipeline.
- Maintain a database of contacts, including addresses, telephone numbers, and other relevant information about institutions that the unit deals with.
- Maintain a robust online filing system for the REGAIN Program.
- Oversee a comprehensive range of administrative responsibilities, including calendar management, travel arrangements, local transport management, invoice processing, and providing support and training to staff on AGRA's administrative systems and processes.
- Manage the audit process alongside the internal audit team by providing supporting documents and collaborating with teams to respond to internal and external audit recommendations.
- Oversee the Team Central Audit system and follow up with the team on pending issues.



- Coordinate communications by collaborating with communication teams for promotion, monitoring, evaluating, and organizing high-profile meetings through meticulous attention to detail and proactive communication.
- Relay, respond to, and reroute general requests for information and electronic communication, facilitating liaison with implementation teams as necessary.
- Identify, compile, and extract information from files, publications, databases, and other sources, either on related initiative or as directed by the unit.
- Collaborate with the POD Team to ensure optimal use of office equipment, supplies, and inventories through preventive maintenance.
- Maintain up-to-date leave plans and travel records for the unit.

Team Meeting Management

- Provides timely information on relevant materials and updates regarding planned travel and meetings.
- Take notes and prepare meeting reports.
- Manage administrative duties in organizing meetings and tracking contract deliverables.

Procurement Management

- Initiate procurement requests, raise requisitions, follow up on payment processing, review reimbursable invoices, and validate supporting documents.
- Onboard service providers/consultants on AGRA processes and aligning milestones with payment disbursements.
- Initiate contract amendments – drafting the amendment memos and justification for submission to procurement.
- Align and monitor service providers' achievements against targets as per the REGAIN program.

Reporting:

- Provide support to oversight by assisting technical officers in reviewing progress reports on AMIS and Oracle. Maintaining shared spreadsheets to track program administrative expenses.
- delivers together with the Lead – Program Management Office the preparation of donor reports, board reports, and AGRA annual and quarterly reports.

Key Qualifications and Experience Required:

- Bachelor's degree in project management, Business, Management, Public Administration, Communication, or any related area.
- Project Management certification would be an added advantage.
- Proficiency in Microsoft Office Suite and familiarity with project management tools.
- Proven track record of supporting multiple executives simultaneously.



- Strong understanding of corporate operations and executive-level communication.
- Exhibits the ability to effectively coordinate logistical arrangements for conferences and workshops, manage comprehensive meeting processes including budget preparation, approval, and procurement of services—and ensure timely communication of relevant updates regarding travel and meetings.
- Demonstrates exceptional ability to prioritize and manage multiple tasks simultaneously and has strong attention to detail and accuracy.
- ability to anticipate needs and proactively resolve issues. Discretion and confidentiality in handling sensitive information.
- Excellent time management skills and ability to meet deadlines.
- Ability to effectively manage program activities while demonstrating proficiency in procurement processes to ensure timely and cost-effective acquisition of resources and services.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and familiarity with project management and collaboration tools.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV (including your e-mail and telephone contacts) to recruit@agra.org. Please quote the job reference number PA/PMU/02/2025 in the subject line of the application e-mail.

Applications must be received on or before 14th March 2025. Only shortlisted candidates will be contacted.

For more information on the AGRA, visit www.agra.org.

AGRA is an Equal Opportunity Employer