



## KCCWG RECRUITMENT FOR CEO POSITION

# **NOTICE OF JOB OPENING OF CEO WITH THE KENYA CLIMATE CHANGE WORKING GROUP (KCCWG)**

**Position Posting Date: 27<sup>th</sup> MAY 2014**  
**Position Closing Date: 15th JUNE 2014**

**Position/Title: CHIEF EXECUTIVE OFFICER (CEO)**  
**Contract Period: 2 (Two) Years subject to evaluation of performance with eligibility of contract renewal after completion of two years of service**

**Reporting to: KCCWG Board National Chairperson**  
**Office Base: Nairobi, Kenya**

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### **BACKGROUND**

The KCCWG is committed to championing Climate change adaption and mitigation issues and under its renewed strategic development plan is looking beyond influencing policies in Kenya at National level; but to also pursue development planning and policy context that integrates climate change adaptation and mitigation efforts at the county and grass root levels.

KCCWG is a national climate change network composed of over 270 agencies working on climate change and drawn from local, national and international CSOs, research institutes and universities, private sector, media and other stakeholders. The working group is composed of 9 thematic areas: urbanisation-, housing and infrastructure; water; forestry; energy; tourism; indigenous and pastoralism, conflict over natural resources and Gender; health; agriculture, livestock and fisheries; and education. In collaboration with partners such as Oxfam, Trocaire, CAFOD, Heinrich Böll Stiftung, GoK, Act!, and others, the network has conducted climate change research and advocacy locally and globally. This has helped identify climate change needs at the local, county and national levels.

KCCWG is a platform where such coordination is to be achieved across the country through organised national engagement with learning platforms and requires a suitable CEO for repositioning and to implement the Strategic Action Plan together with the KCCWG Board

### **Key Responsibilities as CEO of KCCWG**

- a) Initiate and take leadership in Fundraising Activities including the preparation and follow up of funding proposals and accompanying documentation in consultation with the National Chairperson and Programmes Officers.
- b) Regularly update the donor map and search for new and innovative funding opportunities
- c) Assist in the growth of the CSO Umbrella
- d) Develop and revise for Board approval as well as implement all the necessary policy documents that guide the day to day running of the Secretariat

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- e) Facilitate an effective mechanism / system for improved and rapid exchange of information between the Secretariat, its members, participating organisations, partners and other interested institutions.
- f) Develop, maintain and disseminate information including a regularly updated electronic database of all members with the aim of knowing who is doing what, how and where.
- g) Maintain good communication and information flows within the network related to activities and developments being implemented
- h) Contribute to the timely preparation and wide dissemination of the monthly E-bulletin
- i) Promote opportunities for use of relevant social media tools to further the Board objectives
- j) Take lead to regularly maintain the KCCWG website and keeping it up to date with inclusion of the member's activities as well as exploring opportunities for simultaneous uploading of information from members and participating organisations websites through linkages
- k) Guide the Programme Officer(s) in analysing and packaging information that should be regularly shared with the Network's thematic group membership
- l) Participate in the preparation of the progress and activity reports for submission to the Executive Committee of the Board and/or Development partners within the established time-lines and in accordance with best practise formats
- m) Represent the KCCWG secretariat at events and meetings as and when delegated to do so and to perform any other tasks particularly those that relate to the smooth delivery of the strategic objectives of the Board.

### **Essential job functions**

- Project related and other information as well as publicity materials prepared, translated and widely disseminated to various actors electronically and in print form (if necessary)
- Regularly disseminate information to network members and encourage them to contribute through the available KCCWG information sharing platforms.
- Regular, efficient and cost-effective engagement of media through sharing of articles, and other information related to climate change and sustainable development as well as preparing regular briefs in collaboration with the National Chairman.
- Information to and from KCCWG is analysed, packaged and regularly shared with the Network's thematic group membership.
- Implement timely project activity reporting that is in accordance with the project proposal documentation with continuous Monitoring and Evaluation framework in place
- KCCWG secretariat is well represented in events and meetings
- Regular monthly reports on fundraising efforts are spearheaded and undertaken in liaison with the National Chairperson



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- Organisations that join the KCCWG are assigned and supported to constructively contribute to our mission and to collective actions.

### **Minimum Required qualifications and Experience**

1. University degree in Environment and/or other relevant field. A Post Graduate degree will be an advantage
2. Should have at least 5 (Five) years experience in Project Management preferably with Civil Society Organizations
3. Candidates with a demonstrated track record in fund raising will have an added advantage

### **Key Skills and Competencies**

- Strong Leadership, Communication and Interpersonal skills
- Team Player, self motivated, creative and innovative
- Proven track record in management at senior level
- Ability to mobilize resources both domestic and donor funds to meet national and International goals
- Demonstrate ability to formulate and implement policies
- Must be articulate and of a responsible demeanour
- Have people management, negotiation, training and presentation skills
- Competency in computer application skills
- Must meet the requirements of Leadership and Integrity as set out in Chapter 6 of the constitution, 2010

*KCCWG is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. KCCWG desires to keep a work environment free of sexual harassment or discrimination based on race, religion, colour, national origin, sexual orientation, physical or mental disability, marital status, age or any other status*

Applicants who meet the prescribed criteria are encouraged to submit their detailed applications including updated CV addressed to The Chairperson, KCCWG to [info@kccwg.org](mailto:info@kccwg.org) by 15<sup>th</sup> June 2014 giving details of telephone contacts, e-mail address, current position (if any) and remuneration as well as names and contacts of 3 (three) referees

Kindly note that, only the shortlisted candidates shall be contacted

Shortlisted candidates will be required to submit original academic, professional certificates and testimonials at the notified place of interview