



KCCWG RECRUITMENT FOR PO POSITION

NOTICE OF JOB OPENING OF PROGRAMME OFFICER (PO) WITH THE KENYA CLIMATE CHANGE WORKING GROUP (KCCWG)

JOB PROFILE

Position Posting Date: 27th MAY 2014. Position Closing Date: 15th JUNE 2014

Job Title: PROGRAMME OFFICER (PO)

**Reporting to: CHIEF EXECUTIVE OFFICER (CEO)
Office Base: Nairobi, Kenya**

KCCWG PURPOSE: To work with others to find lasting solutions to climate change

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.

This position will be responsible for the managing an advocacy project focusing on Improving Climate Change Adaptive capacity and mitigation in Kenya through local and national level measures.

The PO will also work closely with all members of the KCCWG secretariat and the national steering committee in executing the project activities.

JOB PURPOSE

To manage and coordinate the planning and successful implementation of the KCCWG climate change advocacy project supported by the KCCWG partners

BUDGET RESPONSIBILITY



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Budget planning, implementation and reporting as per the KCCWG policy

Dimensions

- Manage and monitor the project.
- Monitor project progress and delivery to results.
- Technical backstopping county liaison officers
- Diverse and complex problem solving, requiring professional knowledge, management, field experience and an understanding of development and climate change
- Knowledge required includes broad understanding of climate change issues, advocacy and networking.
- Short, medium and long term planning is required in the context of changing priorities
- Contacts are with wide spectrum of clients, often external.

KEY RESPONSIBILITIES:

- Ensure the project is implemented in accordance with the KCCWG strategy and plans
- Develop and manage partnership relations with county non-state actors
- Liaise with county liaison officers to establish county networks
- With the direction of the NSC, implement county and national level project activities
- Ensure that the project is implemented in a consultative, participative manner
- Encourage unique, innovative and experimental solutions to complex problems using judgement to manage risks to the project success
- Ensure that gender is fully taken into account in all aspects of the project implementation.
- Manage project learning processes, produce relevant documentation
- Ensure that the project delivers to and meets the requirements on monitoring, reporting, accountability and other project quality standards
- Ensure that learning is captured and shared both internally and externally

Skills and Competencies:

- Understanding and experience of programming in climate change issues, advocacy and networking.
- A degree in social sciences preferably in the fields of environment, climate change adaptation, disaster management, agriculture or other development related field.
- At least 2 years relevant experience
- Familiarity national and regional level climate change processes and United Nations Framework Convention on Climate Change (UNFCCC) processes
- A proven capacity of designing, managing and reporting donor funded projects
- Ability to do technical reports with conformity to deadlines
- Ability to develop and manage complex relationships and teams across a wide variety of actors, technical areas and cultures towards meeting targets on time and within budget
- A proven ability to manage complex partner relationships respecting partners'

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<p>autonomy while ensuring project delivery</p> <ul style="list-style-type: none"> - Fluent written and spoken English - Willingness to travel including medium/high risk areas - Must be articulate and of a responsible demeanour - Have people management, negotiation, training and presentation skills - Competency in computer application skills - Willingness to work for extended time to meet deadlines - Experience with managing donor funded proposals (desirable) - Understanding of research methodologies and monitoring, learning and evaluation (desirable) - Experience of knowledge management and learning (desirable)
<p>Contract period: One year with possibility of renewal</p>
<p>Application: If you possess the required qualifications, send your application letter together with your CV by email to the Chairman, KCCWG, e-mail address info@kccwg.org to reach by 15th June 2014. Only short-listed candidates will be contacted for interviews. Canvassing will lead to automatic disqualification. Please quote Programme Officer in your application e-mail subject.</p>

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

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