



Off Wood Avenue | Kilimani | PO Box 9561 - 00100 Nairobi | Kenya
Tel: +254 | 20 234 9141 | 735 800 428 | 715 509 734
Email: ileg@ilegkenya.org | Web: www.ilegkenya.org

Position of a Project Officer

1. Background

The Institute for Law and Environmental Governance (ILEG) is an independent not-for profit public interest policy research, training and advocacy organization based in Nairobi, Kenya. Established in 2002, ILEG works mainly in Kenya and the wider African region to expand the range of sustainable development policy options. The Institute's key programme areas cover climate change, land and natural resources, environment and social justice, and science and technology. ILEG collaborates with a broad range of local communities, governments, development partners, the private sector and civil society organisations (CSOs) to promote sustainable development.

ILEG is partnering with UK's Department for International Development (DFID) in implementing the project "***Strengthening Democracy through Community-based Participatory Planning for Climate Resilient Low Carbon Development in Kenya***" under DFID's ***Deepening Democracy Programme***. The project runs from April 2016 – July 2019.

The main objective of the project is to improve democracy and accountability in Kenya by strengthening public participation, coordination and implementation of climate-sensitive development agenda at local community levels.

2. The position

ILEG seeks to recruit a dynamic and innovative professional to fill the position of **Project Officer**. Under the overall guidance of the Executive Director and supervision by the Program Manager, the Project Officer will be responsible for planning and implementation of training, public awareness and advocacy campaigns of the project; and production of advocacy and public information materials. S/he will work with the ILEG and partners to ensure that the project's activities achieve the intended goal in a cost effective and timely manner.

3. Duties and Responsibilities

The Project Officer will have the following duties and responsibilities:

- ❖ Coordinate and facilitate the development and delivery of all training, public awareness and advocacy campaigns regarding climate change and county development planning in project counties. This will include coordination of planning, communication with stakeholders and working with community members.

- ❖ Coordinate research and development of Information, Education and Communication materials, including coordination with external researchers to complete assignments within allotted timelines and budgets
- ❖ Develop project work plans and ensure timely implementation of projects in accordance with project documents and work plans
- ❖ Assist the project manager in preparation and submission of technical reports. This includes managing & coordinating timely reports and acquittals on field work as required by ILEG the donor
- ❖ Build networks and partnerships with other agencies in accordance with the organizational objective of ILEG, including government and nongovernment organizations and communities.
- ❖ Identify new funding opportunities and assist in proposal writing
- ❖ Attend to any other duty delegated by the Project Manager or Executive Director

4. Qualifications and Experience

The ideal candidate must possess

- ❖ A university degree in an area relevant to environmental governance with a bias towards climate change policy.
- ❖ A good understanding of current and emerging environmental and climate change issues at the local, national and global level
- ❖ Knowledge and understanding of project cycle management in the context of NGO work
- ❖ 5 years' experience in an NGO environment, 3 of which should be in the design and implementation of training, public awareness and advocacy projects implemented by national/international NGOs/DFID
- ❖ Experience in interacting with multiple stakeholders including government officials, local communities, private sector and civil society organisations.
- ❖ Previous work in Kwale, Kilifi and/or Siaya Counties; and working knowledge of county-level development planning and budgeting processes will be an added advantage.

6. Skills

- ❖ Proficient oral and written communication skills in English and able to speak or understand Kiswahili
- ❖ Community leadership and mentoring skills: able to support, motivate and liaise effectively with villagers and community groups
- ❖ Sound cross cultural, gender awareness, interpersonal and networking skills
- ❖ Proven ability and experience in workshop facilitation and giving presentations in both formal and non-formal settings
- ❖ Proven ability to write reports and develop budgets
- ❖ Proven research capacity, analytical and writing skills
- ❖ Excellent organisation and interpersonal skills
- ❖ Proficiency in Microsoft Office Suite

7. Personal attributes

- ❖ Demonstrated leadership in mobilizing and supporting effective partnerships to leverage institutional strengths and build synergies; and a team player

- ❖ Ability to prioritize a busy workload, cope with multiple tasks with tight deadlines and deliver timely outputs;
- ❖ Innovative and creative
- ❖ High personal integrity especially in matters related to finance, official information and communication
- ❖ Commitment to consultative and participatory engagement processes with all stakeholders including staff.
- ❖ Commitment to environmental conservation, sustainable development, and community development values

ILEG is an equal opportunity employer. Applicants are invited to submit detailed curriculum vitae (not more than 3 pages) with three referees one of whom should be a recent employer, and a supporting letter of motivation to:

The Human Resource Manager, Institute for Law and Environmental Governance, P.O. Box 9561-00100, Nairobi, Kenya OR via email: ileg@ilegkenya.org. Applications will be considered until **28th February 2017**.

