VACANCY

PROJECT OFFICER

Location: Kisumu

1. About Sustainable Environmental Development Watch (Suswatch Kenya)
Sustainable Environmental Development Watch (Suswatch Kenya) is a registered Non-Governmental Organization in Kenya since March 2011. It is a network composed of Civil Society Organizations engaged in varied thematic issues contributing towards sustainable development. Prior to its official registration Suswatch has been operating since 2002 as a loose network of civil society organizations. It draws its membership from various institutions spread across the country. It is a member of the East Africa Sustainability Watch (EA Suswatch) which was formed in 2005 and comprises of networks of NGOs from Kenya, Uganda and Tanzania. It is also a member of the East Africa Chapter of the International Network for Sustainable Energy (INFORSE) which is headquartered in Aarhus, Denmark.

2. About the Role
We are looking for a competent project officer who will be in charge of a short-term climate change advocacy project. This will suit a motivated and driven individual who brings along substantial experience and who can work both collaboratively as part of a team and independently to advance climate action.

3. About the Job Responsibilities

5.1 Project Planning
- With guidance from Project Coordinator, initiate planning for project (Operational Planning, Budgeting)
- Assist Project Coordinator to develop workplan with partners if necessary
- Take part in County and National Climate Advocacy

5.2 Project Implementation
- Coordinate with the team and Project Coordinator to conduct capacity building trainings for partners.
- Responsible for supporting the programme's advocacy plan
- Establish monitoring and evaluation systems including indicators
- Actively assist and participate in project events (meetings/workshops/trainings)
- Undertake other program administration tasks as and when necessary
- Ensure transparency, ethical conduct and efficiency in project implementation

5.3 Project Monitoring and Evaluation
- Be responsible for monitoring and supervision of activities implemented in Alternative Voices for Climate Change and ensure effective implementation.
- Supervising and recording project activities expenditure against budget
- Responsible for managing project database and other M&E tools
- Implement the project M & E plan in a professional manner
- Participate in Project review
5.4 Technical Assistance
- Provide technical support to project team and partners when necessary
- Contribute in developing operating tools for project interventions
- Compile/document lessons learnt and intervention model

6 Education and Professional Qualifications
- Bachelor degree in Climate Change, Social Works, Social development, Project Planning, Environmental planning or related field;
- At least 3 years experience in policy advocacy, climate change and UNFCCC processes
- Monitoring and evaluation skills desirable;
- Excellent organizational, analytical and problem-solving skills, and attention to detail;
- Demonstrated capacity to effectively communicate via writing, public speaking and interpersonal interactions;
- Demonstrated ability to effectively interact with community organizations, government officials, corporate executives, general public and staff;
- A spirit of achieving excellence and team building;
- Excellent in skills in Report writing and Proposal development
- Advanced skills in MS Excel, and proficiency in Word and Power point.

7 Language
Fluency in spoken and written English and Swahili language required

8 To apply:
- Send a motivation letter and CV as one PDF file to suswatchkenya@gmail.com and copy nobnyandire05@yahoo.com with subject line: Project Officer
- The deadline for applications is COB 5th September 2022.
- Expected job starting, Immediately
- Please, no telephone inquiries. Based on the expected large interest in this position and limited capacity, only candidates chosen for interviews will be contacted.
- Suswatch Kenya is an equal opportunity employer. We strive to make positions accessible to all regardless of race, nationality, ethnicity, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status, etc.