



REPUBLIC OF KENYA

THE NATIONAL TREASURY & PLANNING
FINANCING LOCALLY –LED CLIMATE ACTION PROGRAM
PROGRAM IMPLEMENTATION UNIT

JOB OPPORTUNITIES

CREDIT NO: V 319 – KE

PROJECT ID NO: P173065

The Government of Kenya (GoK) through the National Treasury and Planning has received Program Preparatory Advance (PPA) of Proposed Financing Locally Led Climate Action (FLLCoA) Program. The program development objective is to strengthen local resilience to the impact of climate change, natural hazards, and other shocks/stressors by building local capacity to plan, budget, implement and monitor resilience investments in a way that promotes collaborative partnerships between communities, national and county governments. The program focuses on capitalizing the National and County Climate Change Funds; building county level capacity for planning, budgeting, reporting and implementation of local climate actions in partnership with communities; and strengthening of national level capacity for coordination, monitoring and reporting. The program is being implemented by the National Government in collaboration with County Governments. The FLLCoA is being implemented through the Program Implementation Unit (PIU). The PIU is looking for highly motivated individuals to fill the positions of **Program Manager -National Coordination, Program Manager -County Government, M & E Specialist, Program Accountant, Communications Specialist, Procurement Specialist, Social Safeguards Specialist, Environmental Safeguards Specialist and Senior Administrator** for an initial period of 1 (One) year with the possibility of a further renewal for 4 (four) years subject to work requirements and satisfactory performance over the life of the FLLCoA program.

PROGRAM MANAGER Ref: FLLCoA/PIU/PMNC 2019-20 -1 Post
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Objective

The main objective of the assignment is to provide program support to the Program Coordinator in the implementation of the FLLCoA Program. The Program Manager consults with the Program Coordinator on all the day to day as well as long term administrative and budgetary decisions regarding program implementation and the overall management of the PIU and program activities.

The Program Manager is expected to meet the above objectives by performing, without limitation, the following tasks:

- Assist the Program Coordinator in ensuring overall coordination of the program and the timely execution of the procurement and work plan.

- Assist the Program Coordinator in establishing effective coordination between and proactive participation of Program Beneficiaries and for maintaining direct coordination and supervision relationships between the PIU, the Government, and consultants regarding the implementation of the Program's work program.
- Coordinate and supervise administrative, technical and communication activities necessary for the successful program preparation and implementation.
- Coordinate and work with the program Coordinator in the preparation of progress and financial reports for submission to the World Bank and the Government.
- Assist the Program Coordinator in monitoring the performance of the program component.
- Assist in coordinating and participate in meetings with beneficiary agencies, government officials, development partners and stakeholders to articulate and disseminate the Program objectives and implementation progress.
- Assist in coordinating the training activities for the PIU staff and the beneficiary agencies.
- Contribute to the preparation of Terms of Reference, Requests for Proposals and contract documents for technical assistance to beneficiary agencies and the preparation of technical specifications for the procurement of goods and services.
- Provide support in the technical assessment of bids for the supply of services and equipment and evaluation of proposals for consultancy services for the beneficiary agencies.
- Work closely with the line Program Managers, Procurement Specialist, M & E Specialist and Communications Specialist for the timely execution of contracts.
- Be responsible for contract management for consulting services and the purchase of goods and equipment; ensure the timely execution of contracts for consulting services and the purchase of goods and equipment and monitor timely delivery of contractual obligations by consultants and suppliers. In the case of contracts for consultancy services, monitor the timely delivery of reports, timely review and approval of reports by the beneficiary agencies and review and approval of invoices for payment.
- Participate in the monitoring and evaluation activities of the Program and work closely with beneficiary agencies in reviewing the Program monitoring and evaluation framework for monitoring results in achieving program objectives.
- Contribute to the preparation of presentation materials, newsletters and website contents for communication of Program objectives and implementation progress.
- Perform any other duties assigned by the Program Coordinator or designate.

Qualifications

- A master's degree in environmental studies, public policy, business administration, finance or economics.

Experience

- A minimum of 5 years' relevant experience in Government organizations, parastatals and/or donor – funded projects/programs.
- Experience in international projects/programs, especially those financed by the World Bank.

Skills

- Good understanding of Climate Change and Green Economy initiatives and devolved Government system.
- Good understanding of Locally – Led Climate Change initiatives and community driven development.
- Excellent analytical, report writing skills and must be computer literate.
- Capacity to work under pressure and meet tight schedules under minimum supervision.
- Excellent communication and interpersonal skills and able to work in a team.

Objective

The objective of this assignment is to establish the Monitoring & Evaluation (M&E) function in the PIU and develop the M&E System for the FLLCoA Program. This will be undertaken through the joint development of a shared M&E system among key stakeholders which will be supported by facilitating stakeholders to undertake their own M&E activities and to link these into an overall assessment of program progress and needed actions. The objectives of the program M&E system will be to: i) regularly monitor program implementation, ii) take corrective action when program performance is off track, and iii) periodically evaluate program performance to influence program plans and budgets. The M&E Specialist will thus guide the overall strategy formulation and implementation of the M&E function and system and provide timely and relevant information to program stakeholders including the World Bank.

The M & E Specialist is expected to meet the above objectives by performing, without limitation, the following tasks:

A. During program formulation:

- Review the quality of existing social and economic data in the program area;
- In collaboration with the Program technical specialists and subject matter experts develop the Program performance indicators, including their measurement definitions, and the Program results framework;
- Contribute to the design and development of the Program M&E system, initially outlining the roles and responsibilities of Program stakeholders, data collection and reporting requirements and plans, performance review arrangements, and dissemination of results and citizen feedback on performance;
- Formulate the M&E and reporting sections in the Program Operating Manual;
- Develop the Program M&E Manual and Knowledge Management System.

B. During program implementation:

- Lead in the implementation of the developed Program M&E system, including the M&E data collection and reporting plan and institutional framework and systems;
- Operationalize the M&E unit and its required operational structures in the PIU;
- Finalize the Program M&E Manual, including defining its objectives, detailed design of data collection, analysis, and reporting plan for each indicator, M&E implementation arrangements, roles and responsibilities, work plan and a budget,
- Liaise with primary MDAs, Counties and Private Sector stakeholders and other staff to ensure a two-way flow of information on Program implementation and performance;
- Ensure that an effective and participatory M&E system and methodology are established consistent with a robust M&E function;
- Supervise implementations of approved M&E work plans during implementation, and if required, update and amend the M&E process following ongoing consultation with stakeholders, partners, and beneficiaries;
- Generating and assessing information required for monitoring and reporting on key operational and performance indicators and outcome objectives established for the program as detailed in approved work plans and results framework;
- Promoting accountability by drawing on information on efficiency and effectiveness to assess and communicate whether program activities are likely to achieve expected results and / or realize its objectives;
- Through routine Program performance reviews – organized by the M&E Specialist under the supervision of the overall Program Coordinator - identifying and promoting the corrective actions necessary from time to time to improve implementation;
- Preparing and implementing an approved evaluation plan to ensure effective assessment of intermediate and program outcome evaluation;

- Overseeing the preparation of quarterly progress reports, mid-term evaluation report, annual report and end-of-program evaluation report;
- Develop simple reporting formats to be used in collecting data by the MDAs, Counties and Communities for program which will be compatible with the available Management Information System software;
- Develop and maintain partnerships with implementing MDAs, Counties and Communities to assist in the monitoring and evaluation of program;
- Undertake regular visits to the field to support implementation of M&E and identify where adaptations might be needed;
- Conduct in-house M&E training for PIU staff & other key MDAs and Counties;
- Any other duties assigned by the Program Manager –Finance & Strategy and by extension Program Coordinator.

Qualifications

- A minimum of a first degree in relevant field. Relevant professional qualifications will be an added advantage;

Experience

- A minimum of 6 years' of demonstrated knowledge of and experience with program management, including monitoring and evaluation practices and reporting requirements of donor funded program;
- A minimum of 8 years' relevant experience in the public service and donor funded program is preferable;

Skills

- A robust understanding of program M&E systems, including understanding various types of data for monitoring, systems for monitoring program progress, performance reviews, integration of management information systems in M&E and program management, and various approaches to program evaluations;
- Excellent analytical report writing skills and must be fully computer literate;
- Ability to manage integrated M&E function with community driven development;
- Capacity to work under pressure and meet tight schedules under minimum supervision;
- Excellent communication and interpersonal skills and able to work in a team.

Objective

The main objective of the assignment is to provide management, financial and accounting support for the program in line with policies and procedures laid down for the Program Implementation Unit (PIU).

The Program Accountant is expected to meet the above objectives by performing, without limitation, the following tasks:

- Maintain all accounting records in line with approved accounting standards and in line with the Bank's and GOK's regulations;
- Render periodic reports (i.e. monthly/quarterly/annually) in the formats approved by the Bank;
- Draw up activity budgets and work plans together with the PIU staff & Program Champions;
- Ensure prompt release of funds, once approved, to beneficiaries;
- Maintain relevant books of account and accounting /financial records for the Program;
- Ensure that all accounting records are updated promptly;
- Prepare monthly bank reconciliations of all Bank accounts;
- Together with the PIU management, maintain Financial Management Manual;
- Together with the PIU staff ensure strict adherence to installed internal control systems for all areas of program operation;
- Liaise with the internal/external auditors and follow up on audit queries and recommendations documented in management letters;
- Issue receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
- Maintain an Advance Payments Register and monitor advances settlement;
- Manage the petty cash float and maintain the petty cash book;
- Ensure petty cash disbursements are appropriately and adequately documented;
- Ensure invoices submitted for payment at the PIU are promptly attended to and processed in the IFMIS;
- Undertake IFMIS Ledger reconciliations;
- Perform any other duties assigned by the Program Manager-Finance & Strategy and by extension the Program Coordinator.

Qualifications

- A first degree in Finance or Accounting and CPA (K) qualifications.

Experience

- A minimum three (3) years' experience in a busy accounting office and demonstrated knowledge of public sector finance.
- Two (2) years' experience working on a World Bank-funded Program or other donor funded program would be an added advantage.

Skills

- Possess high level of integrity and responsibility.
- Good analytical, organizational skills and communication skills.
- Be computer literate and have knowledge of basic software packages such as MS Word and MS Excel.

Objective

The main objective of the Communications Specialist's assignment is to develop and oversee implementation of a comprehensive communication strategy for the Climate Finance and Green Economy Program to enable the FLLCoA, Climate Finance and Green Economy Unit, MDAs and Counties to effectively engage with its various stakeholders

The Communications Specialist is expected to meet the above objectives by performing, without limitation, the following tasks:

a) Create Awareness on Climate Finance and Green Economy through appropriate outreach products.

- Design and execute strategies to increase awareness on Climate Finance and Green Economy (Locally – Led Climate Change initiatives), their rationale, benefits and progress of the Program in the country;
- Develop information material (Fliers, brochures, FAQs, Presentations, documentaries) to highlight the progress of the Climate Finance and Green Economy (Locally –Led Climate Change initiatives);
- Manage and coordinate production of various information publications by the Climate Finance and Green Economy Unit to build understanding and support of the program.
- Respond to queries on Climate Finance and Green Economy (Locally –Led Climate Change Initiatives) by prospective investors, private sector, public agencies and the citizenry.

(b) Establish Program Brand, Public / Media Relations

- Maintain a comprehensive and current database of key media houses and media practitioners in the region.
- Build and maintain strong and mutually beneficial ties with members of the press community.
- Develop press releases, fact sheets, holding statements and newspaper supplements to keep the media and the country well informed of the Climate Finance and Green Economy (Locally –Led Climate Change Initiatives) agenda in the county.
- Co-ordinate and manage Public Notices, Advertisements and Promotional Campaigns as may be required from time to time.
- In consultation with FLLCoA Program and Climate Finance and Green Economy Unit staff, draft appropriate articles on program areas for issuance by the Unit and National Treasury management.
- Co-ordinate media appearances/interviews for Program and the Unit management and technical resource persons.
- Manage any crisis communication that may arise including drafting responses to misinformation in the media.

(c) Develop a Stakeholders' Engagement Plan

- Maintain an up-to-date data base and relation with the donor / development partner community and act as an effective liaison.
- Keep a comprehensive and up to date contact list of all key stakeholders to the Program.
- Organize and coordinate meetings with key stakeholders to generate understanding and support of the Program and Climate Finance and Green Economy agenda.
- Constantly explore areas/ideas/activities of mutual benefit and partnership between the Unit, FLLCoA and her stakeholders.
- Plan and execute strategies to address any concerns between the Unit, FLLCoA and any of her stakeholders.

(d) Support Event Management

- Arrange and coordinate workshops and conferences for the Unit and FLLCoA.
- Manage Protocol related issues and guest relations for the Unit
- Plan and coordinate appearance of the Unit in local and international fora to champion Climate Change and Green Economy issues.

(e) Internal Communication

- Develop and implement strategies to ensure Climate Finance and Green Economy Unit Staff and Consultants are well updated on the progress of various agenda by the Unit.
- Organize events that contribute to better communication, understanding and teamwork within the Unit.

(f) Managing Website, Disclosure Portal and Corporate Email Address

- Frequently updating the Climate Finance and Green Economy Unit website.
- Responding to all queries in the corporate email address in an efficient manner.
- Periodically reviewing the design and layout of the Climate Finance and Green Economy Unit Website to ensure it is fit for purpose.
- Design and implement programs to communicate and simplify the Climate Finance and Green Economy agenda to the ordinary citizens for their support.

(g) Positively highlight results and achievements of the FLLCoA Program.

(h) Perform any other duties as may be assigned by the Program Coordinator or designate.

Qualifications

- A master's degree in communication, mass media, public relations or a related field.

Experience

- A minimum of eight (8) years of professional experience in communication work (preferably development communications) in senior management of a communication function, developed and implemented effective communication strategies and campaigns.

Skills

- Outstanding communication skills both in written and spoken medium with a strong command of English and Kiswahili languages.
- Working knowledge in Climate Finance and Green Economy frameworks will be an additional merit.
- Strong interpersonal and team skills.

Objective

The main objective of the Procurement Specialist's assignment is to provide the requisite procurement advice and support to the PIU to enable it carry out its mandate to provide program management support to the Climate Finance and Green Economy Unit. The Specialist will assist in establishing the procurement procedures of the PIU in accordance with both World Bank Regulations and GOK guidelines, preparation of procurement plans, bidding documents / Request for proposals, ensuring bidding procedures and evaluation mechanisms are intact, representing the Unit in prequalification and tender evaluation committees. He/she will assist in managing policies for PIU program tendering, evaluation, award and contract management, key procurement processes and systems. Since the program is funded through a World Bank credit, it is essential that the Specialist is well versed in the **World Bank Procurement Regulations**, the **Public Procurement and Asset Disposal Act, 2015** and the attendant Regulations, and the use of the **Bank's Systematic Tracking of Exchanges in Procurement (STEP) platform**.

The Procurement Specialist is expected to meet the above objectives by performing, without limitation, the following tasks:

- Be responsible for carrying out procurement functions under the PIU on behalf of the National Treasury and Planning (GOK) in accordance with the procedures specified in the Financing Agreement between the Government of the Republic of Kenya and the International Development Association (IDA);
- Preparation and implementation of Project Procurement Strategy for Development;
- Prepare an overall procurement plan for all the goods and services to be procured under the Program, specifying allocation of tasks and responsibilities at each stage of the procurement process; review and update the Program Procurement Plan regularly and submit it to the World Bank for review and approval;
- Ensure that procurement is done in accordance with the provisions of the Financing Agreement and with IDA's regulations for Procurement as well as the approval mechanisms of the Government of Kenya's Procurement Act.
- Verify that all proposed purchases are (a) included in the approved procurement plan; (b) eligible for financing under the Credit and confirm the appropriate method to procure goods and services for each contract.
- Assist procuring entities in all aspects of procurement; ensures including the preparation of bidding documents / request for proposals; advertisements;
- Work with the procurement entities and technical teams to ensure timely preparation and issuance of technical specifications, Terms of Reference and other related technical documentation necessary to facilitate commencement of procurement processes;
- Assemble committees with the participation of representatives from the National Treasury and procuring entities for the opening and evaluation of bids for purchase of goods and services, evaluation of Expressions of Interest and shortlisting/ and evaluation of Requests for Proposals, as well as contract negotiations and awards: Prepare evaluation reports, contract negotiation minutes, draft negotiated contracts, etc.; monitor contract implementation, including issues of claims and disputes, compensation events, etc.; and, undertake procurement;
- Monitor through STEP the publication of bid notices, request for expression. Monitor the timely execution of contracts for consultants' services and the purchase of goods / equipment including pre-shipment inspections/ tests, and inland transportation and collaborates with the stores on acceptance, storage and delivery;
- Works closely with accounts on payments due under procurement contracts and assists in the preparation of payment documents;

- Prepare and submit quarterly and annual progress reports on status of procurement under the Program to the Program Coordinator for inclusion in the PIU's program implementation progress reports.
- Acts as a custodian of procurement documents and ensures systematic procurement filing system in the PIU.
- Participate in procurement training courses, if necessary, and ensure that the PIU adopts and adheres to any relevant changes in procurement procedures and guidelines, introduced by the GoK and/or the World Bank.
- Identify indicators of fraud, collusion and other unethical practices in procurement/selection process; Ensure procurement, contract management and related complaints are properly handled.
- Monitor and assist in the timely response to all procurement related complaints including registration and closure in STEP;
- Assist with other program management responsibilities as identified by the Program Manager –Finance & Strategy and by extension Program Coordinator.

Qualification

- A first degree in procurement, economics, finance, public administration, engineering, law or any other relevant field;
- Post graduate studies and/or relevant professional qualifications;
- A master's degree in procurement, economics, finance, public administration, engineering, law or any other relevant field will be an added advantage.

Experience

- At least 10 years post qualification experience with at least 5-year working experience in public procurement, and particularly in projects/program financed by the World Bank and international financial organizations;

Skills

- Excellent spoken and written English is a requirement.
- Knowledge of international organizations/agencies' and GoK public procurement regulations and procedures;
- Specialized training on procurement in line with the World Bank rules would be an advantage;
- Computer proficiency (Windows, MS Office, MS Project, and other relevant software packages);
- Ability to communicate effectively, prepare, negotiate, analyze, elaborate and present reports;
- Ability to work effectively in a multi-disciplinary team.

Objective

The assignment is designed to support and provide expertise to the PIU, the Climate Finance & Green Economy Unit, County Government, Communities and other stakeholders to ensure that locally-led climate change actions and the larger green economy initiatives are properly prepared and implemented in compliance with Kenya's National Environment Management Authority (NEMA) regulations and procedures; and the World Bank's environmental and social safeguards policies.

The Social Safeguards Specialist is expected to meet the above objectives by performing, without limitation, the following tasks:

- Provide social safeguards expertise for the Program;
- Working closely with Environmental Safeguards Expert in;
- Taking lead in working with the MDAs, Counties and Communities in the preparation of social safeguards instruments applicable to the program in accordance with the applicable social safeguard policies and frameworks;
- Working closely with the environmental specialist in the dissemination of internal environmental and social guidelines for the preparation, implementation, monitoring and reporting of environmental and social risk management measures required by various safeguards instruments;
- Review of social safeguards instruments of submitted by the counties, including ESIA's; the review and implementation of the social aspects of the Environmental and Social Management Plans (ESMPs), Environmental and Social Impact Assessments (ESIAs) and other environmental and social safeguards documents prepared by MDAs and Counties to ensure compliance with relevant safeguards policies of the Government of Kenya and the World Bank;
- Supporting PIU, Climate Finance & Green Economy Unit and MDAs in the review of documentation pertaining to environmental and social compliance (including bidding documents, reviews on-site, reports from contractors etc.) during program implementation;
- Coordinating and facilitating the work of consultants engaged by MDAs and County Governments to carry out environmental and social impact assessments and resettlement plans and monitoring implementation of these safeguards instruments;
- Organising the technical aspects of workshops and meetings as required for capacity building of ESIA, CESMP, Bidding documents, stakeholders engagement, grievance redress mechanism, RAPs for all the Counties.
- The preparation of Quarterly/Annual Social Monitoring and Evaluation reports that highlight any challenges concerning compliance with the World Bank Environment and Social Framework and recommending the course of action to ensure compliance.
- The preparation of training materials, and conducting technical training workshops to PIU, Climate Finance & Green Economy Unit, MDA staff and other program implementation agencies on social safeguards requirements;
- The review of the Grievance Redress Mechanisms (GRMs) and Stakeholder Engagement Plans (SEP) that have been established for the program to ensure their adequacy for social risk management;
- Undertaking field visits to ascertain if the grievance redress mechanisms established for the program are functioning appropriately, the SEP is being implemented as planned in a socially sustainable manner;
- Ensuring that the program benefits reach the Vulnerable and marginalized groups and peoples in an equitable manner and through institutions that respect and are able to serve them in a culturally appropriate manner.
- Ensure that FPIC is achieved and that structures for VMGs participation in project supervision are in place.

- Providing recommendations to PIU, Climate Finance & Green Economy Unit and MDAs accordingly and make necessary changes prior to submission of relevant safeguards instruments to the World Bank, relevant GOK regulatory agencies, to ensure consistency in the level of proficiency and presentation of the documentation;
- Overseeing audits in matters pertaining to timely payments, provision of temporary measures to affected persons;
- Contributing to program progress reports pertaining to overall implementation of environmental and social requirements of the overall program;
- Any other duties assigned by the Program Coordinator or designate.

Qualifications

- Undergraduate degree in a relevant social sciences field. Post graduate degree in a relevant social sciences field will be an added advantage
- Knowledge of the World Bank' Environment and Social Framework and Standards is an added advantage
- Relevant professional trainings will be an added advantage

Experience

- A minimum of 10 years' demonstrated professional experience
- At least 7 years working with local communities in Kenya, working on social safeguards of climate change and green economy initiatives will be an added advantage.
- Experience in review and implementation of Social Safeguards Instruments for World Bank financed projects.
- Experience in development and implementation of Vulnerable and Marginalized Groups Plans.
- At least two Social Assessments and prepared at least two Vulnerable and Marginalized Groups Frameworks based on the World Bank's Operational Policy 4.10 (Indigenous Peoples – IPs).

Skills

- Working knowledge of Kenyan social, land and resettlement laws & regulations and World Bank land acquisition and resettlement projects.
- At least 5 years Working knowledge of Kenyan social and land laws & regulations and World Bank Environment and Social Framework and Standards.
- Good working knowledge of MS Office Suite

Objective

The assignment is designed to support and provide expertise to the PIU, the MDAs, Counties and Program Champions within Program Implementing Agencies to ensure that program is properly prepared and implemented in accordance with applicable national law on environmental and social aspects and World Bank Principles on the Program for Results (PforR).

The Environmental Safeguards Specialist is expected to meet the above objectives by performing, without limitation, the following tasks:

Capacity Building/Training

- Prepare the capacity building plan fit for purpose with respective Counties and IAs that includes:
 - Overview of the national environmental and social assessment process
 - Screening of sub-projects
 - Preparation of ESIA/ESMPs reports; and
 - Follow up and monitoring of ESMPs implementation
- Prepare training materials and conducting technical training workshops to PIU staff, County focal points for environment, relevant implementation agencies and other stakeholders on environmental safeguards requirements.

Coordination

- Undertake necessary coordination with the national regulators/agencies that include the National Environmental Management Authority (NEMA), the Directorate of Occupational Safety and Health Services (DOSHS) among others to ensure that Counties receive the requisite technical support and sub-projects planning and implementation is in compliance with applicable national laws and regulations pertaining to the protection of environment and health and safety
- Identify the legal and regulatory aspects on EHS and advise Counties and PIU accordingly
- Provide environmental safeguards expertise for PIU and the Counties Program Implementation Units.

Supervision and Monitoring Implementation Missions

- Participate on the regular and ad hoc supervision mission to Counties during the Implementation Support Missions, assess the level of compliance to applicable national laws and regulations and approved ESIA/ESMPs;
- Review the Counties Environmental and Social Risk Management System (ESRM) and procedures and determine the adequacy and levels of implementation, monitoring and compliance;
- Assess if the grievance redress mechanisms established for the sub-projects are functioning appropriately and the individual sub-projects are implemented in an environmentally sustainable manner;
- Assess the major environmental, health and safety non-compliances, incidents and proposes corrective actions with strict timelines
- Work with the relevant County government environmental focal points to investigate environmental, health and safety incidents and accidents and report to the PIU and World Bank and ensure the remedial action plan is fully implemented.

Reporting

- Prepare of Quarterly and Annual Environment and Social Monitoring and Evaluation reports that highlight challenges concerning compliance with the applicable national laws, regulations and World Banks social and environmental standards and recommending the course of action to ensure compliance
- Review monthly and quarterly environmental safeguards reports submitted by the Counties PIUs
- Prepare and disseminate internal environmental and social guidelines for the preparation, implementation, monitoring and reporting of environmental and social risk management measures;
- Overseeing annual environmental and social compliance audits;
- Any other duties assigned by the Line Program Manager and by extension the Program Coordinator.

Qualifications

- Undergraduate degree in environmental sciences or other relevant field
- Relevant professional trainings will be an added advantage
- Must be a NEMA registered.

Experience

- A minimum of 10 years' demonstrated professional experience
- Specific experience of at least 7 years working in environmental and social impact assessments of public sector and Community Driven Development Projects/ Programs.
- Experience in designing and implementing environmental risk management system and well conversant with Government of Kenya (GoK) environment related policies, laws, regulations and guidelines;
- Experience with World Bank safeguard polices;
- Experience with preparation and implementation of ESIA's according to the National Environmental Framework.

Skills

- Knowledge and/or familiarity with the country's geography and specifically the environmental issues;
- Conversant with the National Environment Policies, EMCA Act, EIA institutional procedures, review and approvals in the country;
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;
- Good interpersonal and communications skills;
- Good working knowledge of MS Office Suite.

Objective

The objective of this assignment is to support office coordination and logistics at the PIU.

The Senior Administrator is expected to meet the above objectives by performing, without limitation, the following tasks:

- Assist the Program Coordinator to make and implement administrative decisions based on a broad understanding of relevant policies or operational requirements at the PIU;
- Supervise the work of support staff (executive assistant, drivers, messengers, and security);
- Schedule use of vehicles, meeting room and office equipment;
- Develop and maintain records management systems (manual and electronic) to ensure efficient and systematic control of the creation, receipt, maintenance and use of documents;
- Maintain personnel files and records and staff leave roster;
- Implement systems to ensure the physical security of office premises;
- Maintain and replenishes the inventory of office supplies;
- Ensure proper functioning of computer equipment and networks by taking regular back-up of files, recording problems and referring them to the firm(s) responsible for equipment and network maintenance;
- Liaise with suppliers of goods and services to the PIU;
- Arrange and coordinate special projects and events, conferences, workshops, office activities, committee and staff meetings;
- When required, assist in the preparation of the procurement documents; making necessary follow up in the process for procurement of goods and services; follow up on payments due under procurement contracts and help prepare necessary documents for payment;
- Maintain a proactive calendar for the Program Coordinator and senior staff;
- Screen, filter, prioritize and ensure response to internal and external correspondence for the PIU;
- Prepare reports, memos, letters and other documents requested by the Program Coordinator or senior staff;
- Prepare and follow-up all travel arrangements for PIU staff members;
- Carry out any other assigned duties related to PIU.

Qualification

- University degree in Business Administration, or a related field.

Experience

- Minimum four (4) years of experience as Office Administrator or Executive Assistant or Senior Executive Assistant or Office Manager in a busy office
- Experience with public sector is an advantage.
- Experience in Human Resource management.

Skills

- Competency with MS Office Applications, hands-on IT experience and basic IT troubleshooting skills.
- Excellent knowledge of English spoken and written.
- Excellent organizational, communications and writing skills.

EVALUATION CRITERIA:

1. Program Manager, M & E Specialist, Communications Specialist, Social Safeguards Specialist and Environmental Specialist

CVs will be evaluated taking into account the following criteria: Academic and professional qualifications; Relevant experience; Language skills; Demonstrated interpersonal and team leadership and team participation skills; Geographical extent of Climate Change & Green Economy –experience will be an added advantage, both internationally and in markets similar to Kenya's.

2. Program Accountant, Procurement Specialist and Senior Administrator

CVs will be evaluated taking into account the following criteria: Academic and professional qualifications; Relevant experience; Language skills; Demonstrated interpersonal and team leadership and team participation skills.

Complete Application documents (curriculum vitae with details of your qualifications, experience, day and evening telephone numbers, email address and names of three referees) with **Position reference and name clearly marked on top** should be emailed or sent to the address below.

Postal Address:

Program Implementation Unit
Attention: Program Coordinator
P.O. Box 30007-00100
Nairobi, Kenya.

Telephone No.: +254 20 2252299

Physical Address:

Program Implementation Unit
Attention: Program Coordinator
7th Floor, Re-Insurance Plaza.
Building No. 4 Aga Khan Walk/Taifa Road
Nairobi, Kenya.

E-mail: programcoordinator.piu@gmail.com
Or flcoa.piu@gmail.com

Deadline for submission of Applications is 9th June, 2020 at 1600 hours Kenyan local time.

PROGRAM COORDINATOR
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY