

## **CARE INTERNATIONAL IN KENYA**

### **JOB DESCRIPTION**

#### **JOB TITLE: Regional Climate Services Co-Production Capacity Building Officer**

DEPARTMENT/PROJECT: Climate Change and Resilience

SUPERVISOR: Regional Climate Services Co-Production Project Manager

LOCATION/DUTY STATION: Nairobi

DATE OF EMPLOYMENT:

GRADE: F

JOB SCORE: N/A

#### **BACKGROUND:**

Weather and Climate Information Services for Africa (WISER) is an initiative funded by The UK government's Department for International Development (DFID) and managed by the Met Office, the UK's national weather service. WISER's mission is to deliver transformational change in the quality, accessibility and use of weather and climate information services at all levels of decision making for sustainable development in Africa.

Under the WISER programme, a project titled "WISER Support to IGAD Climate Prediction and Applications Centre (ICPAC) Project" (W2-SIP) is being implemented from March 2018- March 2020 by a consortium of institutions that includes ICPAC, United Kingdom Met Office (UKMO), Columbia University International Research Institute for Climate & Society (IRI) and its' Enhancing National Climate Services Initiative (ENACTS), North Carolina State University (NCSSU), and CARE International.

The project's overall outcome is to contribute to enhancing the resilience of poor people and of economic development to weather and climate related shocks. It aims to do this by increasing the use of co-produced reliable weather and climate services to inform regional and national level policy and decision making. In doing so, the project will strengthen the capacity of ICPAC to deliver wide-reaching, usable, new, improved weather and climate products and services that are anchored in principles of coproduction and user engagement.

Too often, climate information and services are not user-centric and their potential to impact decision making and planning at multiple levels, remains limited. To address this the project is utilizing a multi-stakeholder co-production approach, ensuring that climate products will be transformed with and by users as well as producers into decision ready information and advice for key sectors, targeted to reach the most vulnerable and marginalised groups and communicated through a range of channels determined with regional users. Additionally, ICPAC's capacity to be a knowledge and learning hub on user centred co-production and knowledge brokering in climate services will be strengthened.

#### **JOB SUMMARY & PURPOSE:**

The Regional Climate Services Co-Production Capacity Building Officer (CBO) is primarily responsible for supporting the development of ICPAC's technical capacity for improved co-production and delivery of climate services, and supporting the institutional capacity

strengthening needs of regional CIS-users. The position will work closely with the consortium of partners (ICPAC, NCSU, IRI ENACTS, UK Met Office), with the targeted networks and platforms (IGAD Drought Disaster Resilience and Sustainability Initiative (IDDRSI), Food Security and Nutrition Working Group (FSNWG), Greater Horn of Africa Climate Outlook Forum (GHACOF), Kenya National Meteorological and Hydrological Services (NMHS) and with other regional initiatives and WISER projects) to facilitate the co-development and coproduction process of relevant climate products and services. The position will be supervised by the Regional Climate Services Co-Production Project Manager and will work together with the CARE international staff who will provide strategic direction and support to CARE's role in the project.

### **Tasks and responsibilities:**

#### **Job Responsibility 1: Project coordination, planning and implementation:**

- Support in the development of annual workplans, and detailed implementation and monitoring plans;
- Monitor progress and provide ongoing feedback and suggestions to project management;
- Contribute to required project monitoring and donor reporting;
- Support the identification, documentation and dissemination of good practices and learning related to CIS;
- Contribute to transparent and participatory project management and decision-making processes;
- Support and actively participate in technical project coordination and planning and review meetings.

#### **Job Responsibility 2: Integrating co-production processes at ICPAC:**

- Lead/facilitate organizational capacity assessments, trainings in strengthening ICPAC's capacity in co-production and use of climate services in GHA;
- Develop a strategy for embedding coproduction practices within ICPAC and fostering them through the region;
- Facilitate/support training activities to strengthen ICPAC's capacity in co-production and use of climate services in GHA; Strengthen ICPAC skills in facilitating multi-stakeholder learning processes and climate knowledge brokering;
- Guide ICPAC in the use of participatory processes (like participatory scenario planning) in the identification of new products and climate services;
- With ICPAC, develop guidelines for user centred co-production of climate services and link with the TRANSFORM project. Within this, support the development of Standard Operating Procedures (SOPs) for climate information services;
- Develop and deliver training modules on coproduction for ICPAC to build capacity of NMHS and identified regional networks to jointly develop and use relevant and locally interpreted climate services;
- Support ICPAC to assist NMHS in institutionalising co-produced climate services within their national CIS plans and local development plans.

#### **Job Responsibility 3: Climate Information and service access and uptake:**

- Support the design and organization of regional scoping and user mapping meetings in selected East African countries;
- Facilitate the development of enhanced user engagement strategy and plan for future GHACOF meetings;

- Facilitate priority networks and their member organizations to explore their current engagement in and use of climate information;
- Facilitate cross-learning for ICPAC, NMHS and regional users to exchange innovations, experiences, impacts and gaps in coproduction of climate services for specific decision making and user needs at or after GHACOFs, with reflection on how to improve approaches and relevance of climate information. Learn from users on the role of climate services in the larger context of development, adaptation/resilience and humanitarian response;
- Facilitate dialogue between users and providers to match climate information products (those existing and as listed above, and including rolling seasonal forecasts and ENACTS Maprooms) with user decision making needs, processes and systems to enable actionable information at regional to national level;
- Establish links on coproduction and climate knowledge brokering between ICPAC and relevant Universities in the GHA region who are involved in CSRD (University of Nairobi, Makerere, Sokoine). This includes meetings, participation of Universities in GHACOFs, learning exchange, training module development and other regional WISER events.

**AUTHORITY:**

**1. Supervision:**

This position does not supervise any other staff.

**2. Decision Making:**

The CBO will exercise decision making over aspects of program implementation and monitoring with oversight from the Project Manager and in consultation with the CARE technical team and CI UK.

**CONTACTS/KEY RELATIONSHIPS (internal & external):**

**External**

The program requires maintenance of relationships and a high degree of networking.

The main contacts will be:

- ICPAC
- IRI
- URI
- UK Met office
- IGAD Drought Disaster and Sustainability Resilience Initiative (IDDRSI)
- Food Security and Nutrition Working group (FSNWG)
- Greater Horn of Africa Climate Outlook Forum (GHACOF)
- Network of Climate Journalists of the Greater Horn of Africa (NECJOGHA)
- Strengthening Climate Information Partnerships - East Africa Project (SCIPEA)

**Internal**

- Project Manager
- Senior Technical Advisor- Climate Change and Resilience (UK)

- Senior Technical Advisor- climate change adaptation and climate services (East Africa Region, Ethiopia)
- Co-production Technical Consultant (Kenya)
- All Senior Officers and Managers at the regional and national level

**WORKING CONDITIONS:**

- The incumbent is based in Nairobi. He/She will spend, on average, four days a week seconded to the ICPAC office. When not at ICPAC, he/she will be based at the CARE Kenya Office.

**QUALIFICATIONS:**

**1. Education:**

- Bachelor's degree in climate change and society, meteorological science, Disaster Management, or other related fields. A M.Sc/M.A degree in the same field will be an added advantage.

**2. Experience**

- Minimum of 5 years of proven work experience in Capacity Building Programs (designing, planning and implementation) in the area of weather and climate information services and products;
- Knowledge of participatory scenario planning, knowledge brokering and social change communication, ENACTS Maprooms, early warning and DRR, meteorological forecasting and climate modelling;
- Understanding of climate risks and vulnerabilities in the East Africa region;
- Work experience in an international organization is an advantage.

**3. Skills and Competencies**

- *Analytical skills:* Proven writing and analytical skills in climate change operations; ability to initiate innovative approaches and originality at work; sound analytic, conceptual and strategic thinking;
- *People Skills:* Proven ability for team-working and multi-tasking; resourcefulness, attention to details and client orientation; Ability to provide leadership and strategic guidance to team. Demonstrated ability to listen to and support project staff and partners, and to work with communities in a sensitive and participatory manner.
- *Communication Skills:* Well developed written and oral communication skills in English. Able to communicate clearly and sensitively with internal and external stakeholders.
- *Computer Skills:* Basic computing skills including Microsoft Word, Excel, PowerPoint, and Outlook. Preferably skills related to virtual network communication using the Internet.
- *Integrity:* Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- *Resilience/Adaptability and flexibility:* Ability to operate effectively under difficult circumstances. Willing to travel up to 30% of time.

**4. Right to Work**

- This position is based in Nairobi. Kenyan nationals and those with a right to work in Kenya are invited to apply.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_