

CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION

JOB SUMMARY & PURPOSE:

The GCF is the most important multilateral instrument in climate finance. As it is unlikely that the GCF intended paradigm shift towards low-emissions and climate-resilient economies and societies (GCF founding mandate) can be achieved without broad civil society engagement, the project aims to scale-up existing CSO capacities and build CSO roles to advocate for ambitious proposals in the areas of mitigation and adaptation/disaster risk reduction/resilience, bring on-the-ground CSO expertise and knowledge to the table of discussion (GCF Board, regional and national processes), help embed GCF-funded activities in a broader societal support for transformation, and increase accountability and transparency of national authorities and implementing actors of GCF activities through participatory monitoring and evaluation led by CSOs.

The Policy and Advocacy Manager is primarily responsible for providing technical oversight on the growth and implementation of the GCF-CSO Readiness Project. He/she will take lead in the development of climate change adaptation, climate financing and mitigation; engaging in national, regional and global policy dialogues on climate change; this will include guidance on relevant guidelines and tools; and engaging national counterparts, development partners and other partners to support women and girls in Kenya in climate change adaptation and mitigation initiatives. The Policy and Advocacy Manager will provide advice to help integrate climate change, disaster risk reduction and environment consideration across CARE Kenya programs. Responsible for overall project and budget management, and line management of key project staff.

The PM will sensitize and mobilize a diverse range of climate change actors - private sector, community-based organizations, research and academia bodies, and women and youth - to form coalitions that will facilitate climate change actions at the national level. The Policy and Advocacy Manager will raise CARE Kenya's profile on climate change with government bodies and relevant organizations utilizing their network of contacts to influence in the field and working closely with other team members and partners to feed into CARE's position on Climate Change issues, through CARE's Climate Change and Resilience Platform (CCRP), nationally and globally.

The holder of the position shall have significant experience in advocacy and policy change as well as project management.

With support from the Program Director and the Program Quality, Accountability and Learning Manager, the Advocacy and Policy Manager will in addition have responsibility for:

- Planning, Implementation, supervision, monitoring and evaluation,
- Compiling technical reports narratives – quarterly, annual and final progress reports
- Developing programmatic tools including budget plans, work plans (with quarterly detailed implementation plans - DIPs) and procurement schedules
- Review expenditure reports, budget realignments and financial reports

Tasks and responsibilities

R1: Strategic project planning, coordination and implementation.

- 1.1 Support program teams/consultants undertaking climate risk assessment/evaluation or specialized studies including providing technical support and review of TORs.
- 1.2 Lead the implementation of concrete activities in the GCF-CSO Readiness Project.

- 1.3 Provide technical advice in support of coordination efforts among implementing partners and other key stakeholders, particularly in informing policy dialogue.
- 1.4 Develop and maintain strategic partnerships and promote networking with the Kenya Platform for Climate Governance (KPCG) and other stakeholders in the area of climate change adaptation, mitigation and capacity development.
- 1.5 Provide oversight for the development of an effective MEAL system that responds to and contributes to national climate governance initiatives and work of other relevant actors.

R2: Resource Mobilization | Business Development

- 2.1 Support preparation of climate change mitigation and adaptation projects for funding by the various climate change funds and other donors working closely with the Business Development focal point.
- 2.2 Lead in the mobilization of resources for the implementation of climate change projects by developing partnerships with existing sources of finance, international conventions and donors
- 2.3 Explore possibility of leveraging CARE funds/resources with other external funds such as devolved funds from local government and other climate change funds in order to achieve high impact and synergies.

R3: Staff supervision and HR management

- 3.1 Promoting staffs' teamwork and team spirit and jointly develop a common program vision.
- 3.2 Ensure timely, consistent and adequate compliance with CARE-Kenya's performance management system including midterm and annual performance appraisal processes.
- 3.3 Participate in hiring of the program staffs as appropriate or necessary.
- 3.4 Responsible for promoting gender sensitivity, equity and rights within the project set up.
- 3.5 Facilitate the staffs to develop their job descriptions (JDs) to meet the job and program requirements, individual operation plans (IOPs) and Annual operation plans (AOPs).
- 3.7 Ensure the program staffs have appropriate technical support, equipment, standard operating procedures (SOPs) and communication systems to facilitate their daily chores.

R4: Reporting and contract compliance

- 4.1 Ensure early preparations of narrative reports and financial reports according to donor standards for submission to the Sector Manager.
- 4.2 Provide feedback to project staff on final reports, financial reports and evaluations reports

R5: Contribute to synergies with CARE's programmes and projects

- 5.1 Ensure that linkages and synergies with other CARE programmes and projects are exploited for increased impact and avoidance of duplication.
- 5.2 Contribute to strategic reviews and development of CARE's programmes in general.
- 5.3 Inform other CARE programmes and projects (incl. in CARE International's Climate Change and Resilience Platform) about developments in climate change and suggest ways to mainstream climate change concerns in other activities.

R 6: Program administration and operations

- 6.1 Approve all travel expenses reports (TERs), Project advances and Procurement requests of the program field staffs after verifications.
- 6.2 Arrange and recommend staff leave requests in a manner that will not disrupt project or program activities.
- 6.3 Liaise with the Procurement Manager and Field staff to ensure smooth and timeliness in the operations of the project financial and procurement services' needs.
- 6.4 Prepare quarterly procurement schedules and process according to CARE and donor regulations with the Program Coordinator.
- 6.5 Monitor project expenses in coordination with the CARE Finance's tracking systems and monthly Contract Budget Statement reports and maintain strict adherence to CARE financial policy.
- 6.6 Ensure rationalized utility of the program assets

R7: Any other appropriate duties assigned by supervisor

1. A minimum qualification of a Master's degree in a relevant discipline such as Climate Science, Community/rural development, Development studies, Agricultural or environmental science, or any related discipline
2. At least 7 years of relevant working experience, including a minimum of three years working on local governance, capacity building and climate change with diverse teams
3. Strong practical experience in working with Local /County government and Civil society organizations
4. Practical experience in rural development, partnership development/ relationship building and networking
5. Strong facilitation and communication skills
6. Demonstrated awareness of and sensitivity to gender and diversity