



## Africa Programme Support - Officer

### Job Description

#### About The International Tree Foundation

We are a respected charity that works with local groups in Africa and the UK to restore forests and woodlands, conserve habitats rich in biodiversity, and that helps communities improve their livelihoods. We are passionate about trees and the huge benefits they can have for people and planet. We care for the planet, and we care for people, including our staff.

#### Overall purpose

The Africa Programme Support Officer will provide cross-cutting administrative, financial and programme support in delivering ITF's programmes in Africa. S/he will be supporting the Senior Programme Managers in delivering accurate forecasting, providing robust financial management at project level, project proposal and report preparation and improving project management processes across the programme. S/he will be deepening partnerships and supporting compliance and due diligence requirements across the portfolio. S/he will also support the Africa Team on administrative and logistical arrangements. H/she will ensure that ITF builds fair, transparent, respectful and purposeful relationships with our partners, grantees and stakeholders. He/she will support participatory monitoring, evaluation and learning in relation to the programme, including around gender.

#### Location

- Nairobi, Kenya

#### Line managed by

- Africa Programme Manager

#### Current line reports

- None

#### CORE DUTIES

##### 1. Support Africa programme development (35%)

- Assist in the production of technical narrative and financial reporting on all programme components across the Africa programme portfolio, working together with the Africa Programme Manager and team.
- This includes: preparing and updating activity-based budgets, monthly reporting, programme reporting, quarterly technical and financial reporting, ensuring fund transfers to partners/implementers and monitoring financial risks.
- Support proposal development and fundraising bids and applications to grant funders and corporate donors
- Support in the research to identify suitable donors matched to the needs of specific projects and programmes
- Participate as appropriate in policy discussions to develop broader knowledge of policy and make the linkages to programmes in Africa.

## **2. Support Africa Programme Management (40%)**

- Support compliance and due diligence requirements by co-ordinating, spot-checks on implementing partners' technical report submissions.
- Provide scrutiny and analysis of financial submissions from project partners.
- Provide support to the Africa Programme Manager and team on management of contracts across the portfolio.
- Offer programme administrative support by arranging meetings and events for team – including booking meeting rooms and multipoint video Conferencing connections for meetings.
- Maintain strong and proactive working relationships with ITF partners and external stakeholders in Africa.
- Strengthen gender within ITF's Africa programmes.

## **3. Monitoring, Evaluation & Learning - MEL (10%)**

- Ensure that programme components /projects are set up and implemented in compliance with best standards – such that programme components level risk registers and results frameworks are in place, value for money is optimised, transparency requirements are met and that projects are gender and conflict sensitive and human rights compliant.
- Ensure participatory monitoring, evaluation and learning takes place with all ITF partners
- Maintain a project schedule showing when projects are due to report to ITF and when ITF is required to report to donors

## **4. Support the expansion and impact of ITF programme (5%)**

- Support the Africa Programme Manager and Africa GIS-Officer towards the identification and mapping of viable and potential areas of expansion
- Identify and undertake due diligence for ITF new partners to scale programmes
- Conduct other ad hoc tasks as required.

## **5. Communicate and document the impact of ITF programme (5%)**

- Support programme team and partners to collect impact stories, geo-referenced pictures and materials about ITF's work in Africa for different communications purposes
- Enhanced documentation of peer and experiential learning across ITF-projects

## **6. Other duties (5%)**

- Participate and contribute to ITF staff team meetings and activities
- Undertake other responsibilities not outlined above which are commensurate with a role of

this nature and which have been discussed and agreed with the Africa Programme Manager.

- All ITF staff are expected to contribute towards developing a supportive working environment, and demonstrate a commitment to professionalism and respect, transparency and accountability and uphold quality standards as outlined in ITF's policies and procedures.

## Person Specification

### Knowledge and experience

- Project /programme financial management experience
- Experience in project reporting and/or proposal development
- Experience in administrative work and /or office management
- Knowledge in supporting development projects/programmes
- Solid understanding of the social, environmental, economic and institutional context for forest restoration and agroforestry in Africa, particularly East Africa
- Appreciation of ITF's values, strategic objectives and the role that trees play in maintaining a healthy environment and in contributing to peoples' well-being
- Good understanding of monitoring and evaluation an advantage

#### a) Ability to

- Plan, manage, and implement projects; assessing progress and making appropriate corrections to keep projects on track
- Effective reporting skills
- Excellent inter-personal and team-working skills
- Use of IT including remote communications to increase productivity and perform job functions
- Experience of strengthening gender in programmes

#### b) Qualifications

##### 1. Experience

- A minimum of 5 years with demonstrated project management experience in community-based projects and natural resource management preferably in areas of forestry, ecology, wetland management and climate change

##### 2. Education

- A degree in Environmental Studies, or its equivalent, preferably forestry, natural resource management, climate change.

## Terms and conditions

Application deadline:	19 <sup>th</sup> May 2024
Region:	Africa
Country/Territory:	Kenya
Location (City):	Nairobi
Number of vacancies:	1
Salary:	100,000 KES inclusive of all allowances
Start Date:	1 <sup>st</sup> June 2024
Hours:	40 hours per week 9-5pm (hours may be flexible in agreement with line manager)
Location:	A mixture of home-working, office-based (minimum 2-days) and 20% in the field that will be agreed upon with line manager
Learning and development opportunities:	Opportunities for learning and development in this role include project and programme management trainings and qualifications as well as on-the- job training
Contract:	This is a one-year contract renewable based on performance and availability of funds
Probationary period:	6 months
Holidays:	23 days per annum plus statutory holidays
Health insurance:	Private Health insurance scheme for self and immediate family members.

- Flexible working arrangements can be considered.
- ITF is an equal opportunities employer and values diversity

### Other details

- Reference checking, medical checks and other clearances will be conducted.
- If you have not heard from us 3 weeks after the closing date, please consider your application unsuccessful.
- Note: Any questions you may have about this position will only be answered during interview, should you be invited

**ITF is an equal opportunities employer and values diversity**

## To apply

To apply, please send a one-page cover letter and your CV to [jobs@internationaltreefoundation.org](mailto:jobs@internationaltreefoundation.org)

**Please note,**

**We can only consider applications from people living in Kenya.**

**Please indicate the name of the post you are applying for in the subject line of your email.**

**Any applications without a cover letter will not be considered.**

Closing date: 19<sup>th</sup> May 2024

Planned interview date: 27<sup>th</sup> May 2024.

If you have any questions about the job, please email [jobs@internationaltreefoundation.org](mailto:jobs@internationaltreefoundation.org)