



## Rift Valley Kenya Project 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 Rift Valley Project Officer will be responsible for the development, growth and effective implementation of ITF's programmes in Rift Valley Counties of Nyandarua, Nakuru & any other that may be added. S/he is expected to provide visionary and strategic leadership to ITF's work in the areas to maximize the effectiveness and impact of ITF's contribution to the communities. S/he is expected to provide direction, technical support and motivation to the tree planting programme staff to enable innovation and high achievement of ITF's key objectives of education, capacity building, environmental management and livelihood empowerment. S/he will be expected to support fundraising, reporting and Monitoring and Evaluation of all projects under Rift Valley region.

#### **Location**

- Rift Valley region, Kenya (Nyandarua county)

#### **Line managed by**

- Kenya Programme Manager

#### **CORE DUTIES**

The Rift Valley Project Officer will work closely with the Africa Programme Manager, Kenya Programme Manager, Africa GIS Officer and in liaison with ITF's CEO for core duties as identified below. S/he will operationalize ITF's thematic projects on the ground by ensuring that all programmes are professionally managed within the budgets, donor requirements, work plans and proposals.

## **1. ITF programme planning, management and delivery (approx. 60%)**

- Support the community groups to establish tree nurseries especially seed collection and propagation of indigenous trees
- Deliver community empowerment workshops
- Ensure that ITF projects reflect the priorities and needs of communities, foster local leadership and embed gender equity in natural resource management and decision-making
- Identify, prioritize and support communities to implement the project activities
- Design, develop and provide necessary training for target communities to develop skills and capacities in tree nursery establishment, management and income generation enterprises
- Train and assist partners in the use of digital tools for mapping the tree planting sites
- Identify potential tree planting sites
- Corroborate tree survival rates and coordinate in situ surveying and Project Evaluation
- Ensure projects database integrity: review tree planting reports and documentation and ensure that ITF's quality standards are maintained.

### ***Delivery:***

- Ensure all tree planting projects are implemented within the contractual timelines and targets are met
- Ensure threatened tree species are mainstreamed in tree planting schemes
- Ensure expansion and scaling restoration sites are timely secured for ITF programmes

## **2. Community Led- Monitoring, Evaluation & Learning & Reporting - MEL (approx. 20%)**

- Support ITF and its partners to integrate simple GIS and remote sensing monitoring, evaluation and learning technologies in line with ITF's approach
- Track the overall progress on the programme and keep ITF and strategic partners (such as KFS and KWS) informed
- Facilitate the sharing of learning and peer review between partners and with relevant external stakeholders on programme performance.
- Foster best practices such as "Plant for the Planet" reforestation standards, "Flority mapping tool" to demonstrate wider socio-economic and environmental outcomes in Rift Valley region.

## **3. Expand the scale and impact of ITF programme – Rift Valley Region (approx. 5%)**

Support the Africa Programme Manager and Kenya Programme Manager towards the identification and mapping of viable and potential areas of expansion

- Identify and undertake due diligence for ITF new partners to scale programmes in the Rift Valley Region of Kenya

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

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

## **5. Engage with key agencies and stakeholders (approx. 5%)**

- Establish collaborations and foster relations with the following strategic partners:
  - Key government agencies including the County Governments, Kenya Forest Service and Kenya Wildlife Service (KWS) in Rift Valley region.
  - Kenyan NGOs and agencies interested in supporting ITF on GIS

## **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 Kenya 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**

### **a) Knowledge of:**

- Experience in community based natural resource management (CBNRM)
- Project Management skills especially in community development projects
- Experience with results-based project cycle management including monitoring and evaluation methodologies and principles and project budget management
- A good understanding of participatory and empowering development/conservation approaches
- A good understanding of current and emerging environmental issues in the region
- Experience in building trust and positive working relationships with multiple stakeholders including with government officials and local communities
- Experience in other thematic areas of Gender inclusivity, climate resilience and GIS very desirable

### **b) Ability to**

- Conduct community capacity building and empowerment trainings
- Plan, manage, and implement projects; assessing progress and making appropriate corrections to keep projects on track
- Effective reporting skills
- A responsible and flexible team player
- Use of IT including remote communications to increase productivity and perform job functions
- Commitment to ITF's ethos and mission including its community-led approach and commitment to gender justice

All 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 policies and procedures, and in compliance with ITF's Diversity and Equal Opportunities Policies.

### **c) Qualifications and 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;
- Working experience in the field preferably with Kenya Forest Service, local NGOs and CBOs in Kenya will be an added advantage.

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

### **Terms and conditions**

Salary/ Entry Level Scale: **Kes 70,000 inclusive of all allowances**

Hours:	40 hours per week 9-5pm (hours may be flexible in agreement with line manager)
Location:	A mixture of home-working and 60% in the field that will be agreed upon with your line manager
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 according to Kenya labour law
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

### **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: 28<sup>th</sup> May 2024

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