



## **Project Officer Position**

### **Organization Summary**

The Green Belt Movement is a non-governmental organization founded in Kenya in 1977 by Professor Wangari Maathai. The Movement's work focuses on conserving the environment by empowering rural women and communities through environmental education, supporting conservation and climate change mitigation activities in Kenya, and creating livelihood safety-nets at household level.

### **Position Summary**

To contribute to GBM strategy by operationalizing the organization's thematic projects on the ground by ensuring that all projects are professionally managed within the budgets, donor requirements, work plans and proposals.

- Duration: One-year renewable contract
- Location: Nairobi, Green Belt Movement Headquarters

### **Duties and Responsibilities**

- Ensure that projects are planned, implemented and evaluated effectively;
- Ensure timely implementation of assigned GBM projects in assigned region in accordance with the project documents, supporting agreements, annual work plans and the procedures of GBM;
- Ensure that project budgets are utilized and monitored in accordance with GBM internal controls and donor agreements;
- In liaison with the Project Field Officers on the ground, support the collection, collation and reporting of all projects data and documents and assist with the submission of technical progress reports according to the agreed formats and deadlines;
- Provide technical support and facilitation to project activities and ensure quality outputs that meet the satisfaction of donors, beneficiary communities, GBM and other stakeholders;
- Participate in proposal writing by assisting in researching contents and data compilation;
- Supervise Field Project Officers based in Counties and update for all the projects under your jurisdiction;
- Develop close working relationships with other stakeholders for the development and strengthening of GBM vision and mission;
- Prepare monthly, quarterly, annually and end of year project reports in a timely manner as required; and
- Any other duties as assigned.

### **Skills and Qualifications Required**

- Degree in Natural Resource Management, Business Administration, Community Development, Project Management or related field;
- Minimums 3-years of demonstrated experience in donor funded program or project management;
- Experience with narrative reports and financial reporting;
- Exceptional leadership, interpersonal, communications skills and ability;
- Knowledge and experience in gender mainstreaming is an added advantage;
- Ability to engage partners, donors and government authorities;
- Good organization and analytical skills;
- Excellent English and Swahili communication skills (oral and written); and
- Excellent computer skills.

### **How to Apply:**

To apply for this position, please send your cover letter and CV in one document outlining your suitability to: [jobs@greenbeltmovement.org](mailto:jobs@greenbeltmovement.org) by 24 August 2022 with the subject line Project Officer Application. Please note only successful candidates will be contacted.