Job Description 2021

Title of the Job: Extension Officer
Department/Thematic area/Programme: Programs
Grant: GIZ_GCF
Entry Level: 6 Salary Scale:
Terminal Level: Salary Scale:
Job holder: Program Manager - Climate Change
Reports To: Program Manager - Climate Change

Purpose of the Job:
Implement GBM project that aims at Catalysing the Uptake of Improved Cook-stoves (ICS) within Kenyan’s Critical Water- Towers and thus contribute to the overall GBM integrated Watershed-Based Approach in the project area.

Key Responsibilities/Accountabilities:
- Support timely implementation of funded projects in accordance with the project documents, supporting agreements, annual work plans and the procedures of GBM
- Provide capacity strengthening to project beneficiaries to improve capacity to participate in project activities and objectives to ensure sustainability
- To mobilize clean cook stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) in Laikipia County to be part of the overall project performance.
- Act as the GBM knowledge builder and a motivator to the communities on clean cooking matters
- Plan and administer training and capacity building to the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cook stoves entrepreneurship and economic, environmental and health benefits of clean energy cook stoves
- To follow up, map and keep track of all the clean cook-stoves producers, retailers, distributors and Last Mile Entrepreneurs (LMEs) in the project area
- Maintain a database for clean cook-stoves producers, retailers, distributors and Last Mile Entrepreneurs (LMEs) in the project area
- Promote clean cook-stoves Entrepreneurship among youth groups, women groups and community Self Help Groups
- Participating in collection, collation and analysis of data on clean cook-stoves production and sale in the project areas
- Support in the review and development of training materials and modules on clean cook-stoves entrepreneurship in the project
- Supervise and coordinate distribution of support materials to clean cook stoves producers
- Supervise, coordinate and monitor distribution of support materials to clean cook stoves producers, retailers, distributors and last mile entrepreneurs (LMEs)
- Provide monthly progress reports on clean cook-stoves sales on a monthly, quarterly and as required;
- Mainstreaming Social and Environmental safeguards activities through tree planting activities in priority watersheds and for agroforestry purposes.
- To mobilize communities to form nursery groups or take part in any other activities as per GBM’s project requirements;
- Train tree nursery groups on the best nursery management and seedling production methods;
- To follow up and keep track of all the tree nursery groups in the project area;
Work with and organize the youth groups and the forest adjacent community in clearing, pitting, planting, protecting, beating up and spot weeding the project site as per the project specifications;

Ensure that the project has enough seedlings for planting during the planting seasons as per the project proposal requirements;

Oversee protection and nurturing of the planted seedlings to ensure at least 80% survival throughout the project period;

Follow up to ensure that the GV’s and casuals are paid on time within the project areas;

Assist in mapping all the project activities using GPS and provided GIS forms and send the information to the GIS department in good time;

Follow up to ensure timely payment of project related costs and accounting of any advanced imprest or facilitation

Represent GBM in stakeholders’ meetings locally and upon request for those outside your jurisdiction.

Lobbying and networking to support and coordinate GBM/GIZ project with other stakeholders

Assist in overseeing and developing the relationship between GBM and grass root networks and implementing partners/stakeholders; ensuring that these partners are appraised and satisfied with project progress at community level

Provide monthly progress reports on the project implementation or weekly as required;

Provide necessary information or reports during the preparation of project technical reports

Ensure that all the information related to the implementation of projects is adequately filed, organized and updated for easy access

Advise management on strategic issues relating to clean cook-stoves product lines materials, new proposals and problem areas

Perform other related duties as assigned

**Reporting Relationships:**

Responsible for: Green Volunteers, Casuals and Tree Nursery Groups

**Key Competencies/Technical Skills Required to Fulfil the Job:**

- Community mobilisation skills
- Advocacy and networking skills
- Analytical skills
- Business skills
- Sales and promotion skills
- Skills in clean energy technologies
- Marketing
- Good communication and interpersonal skills
- Decision-making skills
- Problem solving skills
- Critical thinking skills
- Report writing skills
- Experience working in ASAL areas

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<thead>
<tr>
<th>Key Responsibility Areas</th>
<th>Key Performance Indicators</th>
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<tbody>
<tr>
<td>Efficient and timely project implementation in the field/project area</td>
<td>Field activities implemented timely and as per the work plans and the set objectives</td>
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<tr>
<td>Community mobilisation</td>
<td>Timely mobilization of the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cooking to participate in the project’s activities including tree planting.</td>
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<td>Increased turn up of the communities, clean cook-stoves producers, retailers, distributors and last mile</td>
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entrepreneurs (LMEs) on clean cooking during the project activities.
- Successful project implementation after involvement and cooperation of the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cooking.

| Keeping track of projects activities in the field and timelines as well as timely reporting. | Timely submission of the field activities reports as required.
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| – | Timely and accurate mapping of the project activities.
| – | Timely sharing of the project success stories and lessons learnt with the supervisor and communications department.

| Training of the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cooking and GBM procedures | Timely reporting to the supervisor on all the trainings carried out in the field and the impact of the same.
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| – | Number of new tree nursery groups established.

| Mainstreaming of Gender, Social and Environmental safeguards activities | Oversee successful Tree planting campaigns in critical watersheds in degraded landscapes as well as on farms
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| – | Oversee successful tree-planting events and advocacy initiatives such as 3rd March Wangari Maathai Day/African Environment Day, 22nd April - Earth Day, and 5th June World Environment Day.
| – | Effective mobilization of Forest adjacent communities to raise quality seedlings
| – | Ensure that all trees planted under the project are sustainably maintained and nurtured to achieve very high tree survival rates at least 80%.

| Supervision of the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cooking and other GBM project activities in your area of jurisdiction | Timely, efficient and effective supervision of all project activities
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**Educational and Experience Level Required to Fulfil the Role:**
- Diploma/Certificate in business related courses, Forestry, Environmental Studies, Natural resource Management or a related field. Degree in Business related courses/ environmental studies or forestry will be an added advantage
- Project Management skills especially in community development projects.
- A minimum of 3 years of demonstrated project management experience in community-based projects and natural resource management projects.
- A minimum of 3 years’ experience in marketing.
- Basic understanding on social enterprises preferably clean energy