

Job Description 2021

Title of the Job:	Extension Officer
Dept./Thematic areas:	Programs-Climate Change
Job Level	6
Reports To:	Program Manager Climate Change
Work Station:	Nandi County

Purpose of the Job:

- To contribute to the GBM integrated watershed-based approach and GBM strategy.
- To operationalize the organisation's CEEE and Livelihoods Improvement projects under IKI and AFD grant and ensure that they are professionally managed within the budgets, donor requirements, work plans and proposals.
- To monitor and report the progression of all various projects to the program manager.
- Networking with key stakeholders and advocacy to rally community support for forest conservation and protection

Key Responsibilities/ Accountabilities:

- Ensure current Climate Smart Agriculture (CSA), Sustainable Land Management (SLM) and Gender targets under AFD project for Nandi North area are timely met and implemented in accordance with project documents, supporting agreements, annual work plans and the procedures of GBM
- Ensure that the ongoing County climate change initiatives (Action Plan, MRV and community initiatives) under IKI project for Nandi North area are timely met and implemented in accordance with project documents, supporting agreements, annual work plans and the procedures of GBM.
- Ensure climate smart agriculture initiatives such as kitchen gardens, soil conservation, water-harvesting, fodder cultivation for 600 farmers are professionally implemented to the satisfaction of GBM program and donor requirements.
- Ensure gender and women empowerment initiatives are mainstreamed in AFD project as per gender strategy and gender action plan.
- Ensure monthly reporting of success stories in the prescribed formats. This will be achieved through collection of unique video and photo-stories.
- Ensure timely implementation of all GBM programs in your assigned region in accordance with the project documents, supporting agreements, annual work plans and the procedures of GBM.
- Support the collection, collation, and reporting of all projects data and documents and assist with the submission of monthly reports according to the agreed formats and deadlines.
- Assist in providing technical support and facilitation to project activities and ensure quality outputs that meet the satisfaction of donors, beneficiary communities, GBM and other stakeholders.
- Strengthen the capacity of the project beneficiaries to participate in project activities and objectives in order to ensure project's sustainability hence improving community livelihoods and projects ownership.
- Identify community Natural Resource Management issues for project level interventions.
- Co-ordinate and support, on a day-to-day basis, GBM Officers' and consultants/temporary staff commissioned to undertake activities on behalf of GBM in the field/project area.
- Develop close working relationships with the other stakeholders for the development and strengthening of GBM vision and mission.
- Track project performance.
- Coordinate project initiatives in the project area as designated.
- Prepare monthly, quarterly, annually and end of project reports in a timely manner as required and submit them to the program managers.
- Keep updated records for all the projects under your jurisdiction.

- As required and approved, represent GBM at internal and external meetings e.g. at relevant steering groups, workshops, conferences, Focal Area Team and other events related to the project.
- Any other delegated activity that contributes to the smooth running and positive development of the project and the Organisation as a whole.

Reporting Relationships:

Responsible for:

- Green Volunteers (GVs) attached to the project .in your area of jurisdiction.

Key Competencies /Technical Skills Required to Fulfil the Job:

- Community mobilisation
- Advocacy and networking
- Analytical skills
- Baseline skills
- Good communication skills
- Decision-making skills
- Problem solving skills
- Reporting skills

Key Responsibility Areas	Key Performance Indicators
Implementation of the assigned GBM project	<ul style="list-style-type: none"> • Timely implementation of activities relating to the project. • Efficient utilization of all GBM resources that relates to the project. • Achievements of objectives set for the project.
Timely reporting on project's activities to the program managers	<ul style="list-style-type: none"> • Timely submission of reports, work plans and other implementation schedules • Updated and accessible reports of the all the projects under your jurisdiction.
Keeping track of projects activities in the field and timelines.	<ul style="list-style-type: none"> • Timely submission of the field activities reports as required. • Timely and accurate mapping of the project activities. • Timely sharing of the project success stories and lessons learnt with the supervisor.
Supervision of communities and GV's under your jurisdiction	<ul style="list-style-type: none"> • Efficient management of Green Rangers (GVs) and community volunteers. • Timely submission of GV's reports.

Educational Level Required to Fulfil the Role:

- Advanced Diploma/Certificate in Forestry, Environmental Studies, Natural Resource Management or a related field.
- Project Management skills especially in community development projects.
- A minimum of Five (5) years as Extension Officer of demonstrated project management experience in community based projects and natural resource management projects.

