

## Job Description 2021

<b>Title of the Job:</b>	Extension Officer
<b>Department/Thematic area/Programme :</b>	Programs
<b>Grant:</b>	GIZ_GCF
<b>Entry Level: 6 Salary Scale:</b>	
<b>Terminal Level: Salary Scale:</b>	
<b>Job holder:</b>	
<b>Reports To:</b>	Program Manager -Climate Change
<b>Purpose of the Job:</b>	
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.	
<b>Key Responsibilities/Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Support timely implementation of funded projects in accordance with the project documents, supporting agreements, annual work plans and the procedures of GBM</li> <li>• Provide capacity strengthening to project beneficiaries to improve capacity to participate in project activities and objectives to ensure sustainability</li> <li>• To mobilize clean cook stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) in Laikipia County to be part of the overall project performance.</li> <li>• Act as the GBM knowledge builder and a motivator to the communities on clean cooking matters</li> <li>• 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</li> <li>• 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</li> <li>• Maintain a database for clean cook-stoves producers, retailers, distributors and Last Mile Entrepreneurs (LMEs) in the project area</li> <li>• Promote clean cook-stoves Entrepreneurship among youth groups, women groups and community Self Help Groups</li> <li>• Participating in collection, collation and analysis of data on clean cook-stoves production and sale in the project areas</li> <li>• Support in the review and development of training materials and modules on clean cook-stoves entrepreneurship in the project</li> <li>• Supervise and coordinate distribution of support materials to clean cook stoves producers</li> <li>• Supervise, coordinate and monitor distribution of support materials to clean cook stoves producers, retailers, distributors and last mile entrepreneurs (LMEs)</li> <li>• Provide monthly progress reports on clean cook-stoves sales on a monthly, quarterly and as required;</li> <li>• Mainstreaming Social and Environmental safeguards activities through tree planting activities in priority watersheds and for agroforestry purposes.</li> <li>• To mobilize communities to form nursery groups or take part in any other activities as per GBM's project requirements;</li> <li>• Train tree nursery groups on the best nursery management and seedling production methods;</li> <li>• To follow up and keep track of all the tree nursery groups in the project area;</li> </ul>	

- 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

Key Responsibility Areas	Key Performance Indicators
<ul style="list-style-type: none"> <li>• Efficient and timely project implementation in the field/project area</li> </ul>	<ul style="list-style-type: none"> <li>• Field activities implemented timely and as per the work plans and the set objectives</li> </ul>
<ul style="list-style-type: none"> <li>• Community mobilisation</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Increased turn up of the communities, clean cook-stoves producers, retailers, distributors and last mile</li> </ul>

	<p>entrepreneurs (LMEs) on clean cooking during the project activities.</p> <ul style="list-style-type: none"> <li>• Successful project implementation after involvement and cooperation of the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cooking.</li> </ul>
<ul style="list-style-type: none"> <li>• Keeping track of projects activities in the field and timelines as well as timely reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submission of the field activities reports as required.</li> <li>• Timely and accurate mapping of the project activities.</li> <li>• Timely sharing of the project success stories and lessons learnt with the supervisor and communications department.</li> </ul>
<ul style="list-style-type: none"> <li>• Training of the communities, clean cook-stoves producers, retailers, distributors and last mile entrepreneurs (LMEs) on clean cooking and GBM procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Timely reporting to the supervisor on all the trainings carried out in the field and the impact of the same.</li> <li>• Number of new tree nursery groups established.</li> </ul>
<ul style="list-style-type: none"> <li>• Mainstreaming of Gender, Social and Environmental safeguards activities</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee successful Tree planting campaigns in critical watersheds in degraded landscapes as well as on farms</li> <li>• 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.</li> <li>• Effective mobilization of Forest adjacent communities to raise quality seedlings</li> <li>• Ensure that all trees planted under the project are sustainably maintained and nurtured to achieve very high tree survival rates at least 80%.</li> </ul>
<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Timely, efficient and effective supervision of all project activities</li> </ul>

**• 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