

Position/Job title: GCBC Site Project Assistant

Reports to: Executive Director through the Project National Coordinator

Place of Work: Cherangani and other places as required

Duration: Annual renewable contract not to exceed project duration

Background

The Site Project Assistant is based in Cherangani. Core objective is to coordinate field actions, mobilise local stakeholders in readiness for consultations by leading researchers from Nature Kenya, Kenyatta University (KU), Kenya Forestry Research Institute (KEFRI), Kenya Forest Service (KFS) and the National Museums of Kenya (NMK).

Detailed Job Description

A. Reporting, Supervising and Planning

1. Report to the Executive Director through the Field Project Manager and Project Coordinator
2. Work closely with Community Forest Associations (CFAs), community-based organizations (CBOs) and other local groups involved in forest management and forest restoration

B. Project and Programme Management and Reporting

1. Assist the Field Project Manager to ensure the effective and efficient implementation of the project deliverables
2. Assist to mobilise local stakeholders to attend planned meetings
3. Assist to ensure reports of workshops and meetings are written, reviewed and are of good quality
4. Assist to follow up and ensure full accounting of disbursed funds
5. Ensure transparency and accountability, zero appetite for theft and money laundering and ensure this is replicated throughout the action chain
6. Assist in all activities leading to the Ecosystem Services Assessment of the Cherangani forest landscape.
7. Assist with the activities in support of the work package 2 on Restoration Opportunity Assessment and Mapping (ROAM) of the Cherangani Forest Landscape
8. Assist to carry out stakeholder assessment and produce a report for stakeholders
9. Assist to organize consultative workshops as required by the research team
10. Assist to prepare list of participants and take records disaggregating data by gender
11. Assist to organize workshops for review and stakeholder validation of ROAM, business case, EbA report and other reports

C. Communication

1. Assist to develop and implement site project communication plan
2. Assist to ensure efficient/effective communication of the project outcomes
3. Assist to disseminate the GCBC knowledge products
4. Document the actions of the project and disseminate lessons through Nature Kenya publications, the media and other channels

D. General

1. Strive for personal and professional development by updating your knowledge and skills, and taking part in appropriate conservation-related activities outside the workplace
2. Maintain a safe, clean, organised and efficient personal work space and common areas
3. Any other reasonable duties as specified by the Executive Director