

## Vaccancy Announcement

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|--------------------------|----------------------------------------------------------|----------------------------|-----------------|
| <b>Position</b>          | <b>Progamme &amp; Impact Coordinator (Green Economy)</b> | <b>Starting date</b>       | ASAP            |
| <b>Location</b>          | Nairobi, Kenya (up to 30% travel to countries in Africa) | <b>Type of contract</b>    | Fixed term      |
| <b>Contract duration</b> | 12 months (renewable)                                    | <b>Security risk level</b> | Sensitive (2/4) |

## About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

## Position's context and key challenges

Acted's strategy in Kenya is rooted in the 3ZERO approach - which recognises the intersectionality between poverty, social exclusion and marginalisation, and the climate crisis. Acted's interventions in Kenya aim to advance poverty reduction, promote social inclusion, and strengthen climate resilience through an integrated, holistic approach. This includes (1) supporting local civil society to lead humanitarian action; (2) enhancing climate resilience through restoring degraded ecosystems - in partnership with the communities they serve, and (3) accelerating innovative, entrepreneurial solutions to climate change and social challenges – and finally, across all pillars, Acted aims to empower women, youth and marginalised groups to lead and take agency through its programmes.

The SHE-GROW Africa programme, led by Acted Kenya in partnership with Acted Morocco and Acted Cote D'Ivoire, aims to sustainably improve economic resilience and adaptive capacity of women and their communities in rural and remote, climate-affected regions of West, North, and East Africa. Implemented from 2025 – 2027, the programme will catalyze women-led, sustainable and climate-resilient enterprises in rural and remote communities, support women to develop and launch climate-resilient entrepreneurial initiatives whilst developing the livelihoods skills of the wider community and connect women with markets and financial services to scale and sustain their enterprises. The THRIVE (*Towards Holistic Resilience in Vulnerable Environments*) programme, also led by Acted Kenya in partnership with Acted Côte d'Ivoire, supports social cohesion between host communities and refugees through integrated activities focusing on ecosystem restoration and livelihood development. The initiative seeks to restore degraded landscapes, improve agricultural practices, and foster peaceful coexistence between residents and refugees. It began in 2024 and will run until 2026.

## Key roles and responsibilities

Under the management of the Country Director, the Programme & Impact Coordinator will ensure the high-quality, technically sound, and impactful delivery of the SHE-GROW programme, THRIVE, and other 3ZERO/Green Economy programming managed by Acted Kenya. The PIC will actively identify, develop and implement strategies to ensure coherence across Acted's Kenya and regional programmes – connecting and capitalising on innovative approaches, best practices and learning. The PIC will contribute to Acted's global efforts to support sustainable, inclusive economies, social and green enterprise development, and climate change adaptation.

### 1. Programme & Impact Coordination

#### 1.1. Programme Quality Oversight

- Perform rigorous country and regional context analysis to ensure programme design is adapted to evolving contexts in a way that maximises long-term impact

- Review project documents, policies, guidelines and context documents to guide the design of flexible and adaptive work plans for projects within the portfolio
- Ensure the necessary human resources and partnerships are in place for sound project implementation and provide management, recruitment, capacity building and oversight of technical staff
- Advise programme staff across the region on best practices, lessons learned, and innovative approaches
- Encourage innovation and ensure pilots are well documented and capitalised on
- Work closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) Unit at HQ and countries' levels to ensure that sound frameworks, tools and approaches are used to monitor quality at programme, project and activity level
- Conduct regular field visits to sites in Kenya and other countries in Africa to monitor project implementation; document and follow up on findings and feedback
- Ensure documentation and dissemination of lessons learned and best practices across the project cycle
- Make recommendations that ensure Acted's activities closely align with, complement and create synergies with programmes implemented by other actors and agencies (including Governments)
- Contribute to the conceptualisation of new projects based on past learning, complementarity and synergies with other programmes

#### **1.2 Project Portfolio Oversight**

- *Project Planning*
- *Working closely with Project Managers, ensure timely organization of kick-off and close-out meetings for all projects within the portfolio*
- *Ensure that all projects in the portfolio have an implementation strategy and work plan*
- *Together with Country Directors, Area Coordinators and Project Managers, plan the various stages of project implementation and set direction and prioritising and organising activities and resources to achieve project impact objectives*

#### **1.3 Project Implementation Follow-up**

- *Oversee the implementation of projects ensuring that technical requirements and quality standards are considered and respected during project implementation*
- *Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points*
- *Monitor output achievement, cash burn rates and ensure a timely completion of projects through review of PMFs, BFUs and project reports*
- *Ensure that contractual obligations are met in terms of project deliverables*

#### **1.4 Implementing partners follow-up**

- *Support the Project Managers to regularly review partnerships with implementing partners and ensure that any issues or disputes are resolved in a timely manner.*
- *Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with Acted and donor requirements*
- *Lead review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration*

#### **1.5 Operational oversight**

- *In close cooperation with Project Managers, ensure portfolio projects' budgets are correctly managed and forecast using the project Budget Follow-Up tool and ensure under/overspending is avoided*

- *In close cooperation with Project Managers, ensure logistics processes and procedures are respected, including proper planning of project procurements, quality assurance and timely delivery*
- *Ensure regular performance appraisal and career management of staff under line management*
- *Manage good team dynamics and resolve interpersonal conflicts*
- *Ensure project teams prepare and file project records and documents according to procedures*
- *Ensure staff awareness and respect for Acted's code of conduct and FLATS procedures*
- *Together with Security focal points and Project Managers, analyse contexts and assess risks in the area of projects specific to the context*
- *In partnership with project managers, ensure thorough and regular follow up on implementing partners' and sub-grantees' reporting, activities, and compliance*

## **2. Multi-Country Project Coordination**

- *Ensure staff awareness and respect for Acted's code of conduct and FLATS procedures*
- *Review and adapt project documents, policies, guidelines and context documents to guide the design of flexible and adaptive work plans for the multi-country projects*
- *Develop and coordinate the roll-out and implementation of comprehensive impact measurement plans for the multi-country projects, and ensure consistent implementation across countries*
- *Establish and facilitate cross-country coordination for multi-country projects, which may include ad-hoc translation between Francophone and Anglophone project staff in multi-country meetings*
- *Establish and facilitate cross-country coordination on technical quality, including harmonized technical approaches*
- *Review country-level workplans in collaboration with country-based project managers for outputs and coherence with the overall project logic and implementation timeline*
- *Provide technical support and quality control to country-based project managers and MEAL staff on baseline and endline studies as well as other MEAL activities*
- *Consolidate and analyse multi-country monitoring data to produce cross-country performance and impact reports and knowledge products for internal and external use*
- *Manage learning agendas and ensure lessons learned are documented and shared across countries.*
- *In collaboration with the Project Development Team, coordinate and consolidate multi-country reports for submission to the donor*
- *Lead documentation of case studies, best practices, and evidence of impact*
- *Curate knowledge products and manage the project's shared documentation*

## **3. Project Portfolio Development and External Relations**

### **3.1 Strategic positioning and external engagement**

- *Contribute ideas and actively identify opportunities to strengthen Acted's contextual relevance, country strategies, positioning and partnerships in countries of intervention*
- *In collaboration with project development teams, contribute to generating knowledge pieces, articles and publications, success stories and photos to Acted's external communications*
- *Contribute to external representation in technical working groups, networks, and strategic fora*

### **3.2 Portfolio development**

- *Actively identify opportunities to expand the green economy project portfolio through new partnerships and funding opportunities*
- *Establish and nurture partnerships that complement and strengthen the quality and impact of the project portfolio*

- *Contribute to the drafting and technical review of concept notes, proposals, and budget narratives to ensure programmatic coherence and evidence-based design*

#### 4. Other

- *Internal coordination*
- *Participate in internal coordination meetings, ensuring effective collaboration with other teams and units within Acted*
- *Where required, prepare and submit internal progress reports*
- *Other related tasks assigned by the line manager*

### Required qualifications and technical competencies

- A Master's degree in climate science, economic development, international relations, population health/demography, political science, business management or a related field.
- Demonstrated technical experience (e.g. through research, further qualifications, publications or practical experience) in green economic development
- At least four years' experience in program management and coordination, project design and fundraising, and monitoring, evaluation and learning on multi-sector development programs
- Experience and/or demonstrated skills in business development (incubation/acceleration) and economic empowerment programmes, particularly in the climate adaptation/circularity or green economy sectors
- Knowledge of research design, qualitative and quantitative research methods and analysis, -sampling methods, and results synthesis
- Knowledge of key climate and green economy policies, regulations, and debates and ability to link policy to practice
- Experience working in different cultural contexts, challenging environments and under pressure
- Ability to train, mobilise and manage experienced staff
- Excellent written and oral communication skills, and interpersonal skills including in intercultural contexts
- Fluent English and French (written and spoken) is essential. Knowledge of other relevant languages (e.g. Arabic) is not required but considered an asset

### Conditions

- Salary between 2800€ and 3000€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse or Contribution to a housing allowance of up to 75% of Acted benchmark or accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PC Green Economy/KEN**

