
INTERNAL ADVERTISEMENT

WWF, the Global Conservation Organization, through its office in Kenya, is seeking to recruit a:

Project Assistant: Energy

Under the overall supervision and guidance of the Project Manager – Energy and Climate Change, the Project Assistant will be required to provide support to the Project Manager Energy and Climate Change in the development, management, promotion and be generally responsible for the delivery of the energy projects including related activities, partnerships and initiatives within WWF Kenya Country Office.

Among others, the key duties and responsibilities include:

- Be responsible for the timely implementation of “**Energy projects in Kenya**”.
- Support the project manager in facilitating the energy project engagement with government and private sector and civil society in Kenya.
- Ensure that the project set objectives and activities are achieved in a timely, cost-efficient and effective manner and where applicable in collaboration partners;
- Assist to plan and coordinate the implementation of project activities, while promoting the active participation of the energy sector organisations and their constituencies.
- Assist to promote an establishment of strategic linkages/synergies and informal networks with similar programmes within and outside WWF, and that have the potential to create catalytic effects.
- Develop the necessary rapport, will and strategic alliances; and maintain good working relations with key actors in the project, including the government, civil society, academia, donor community and media.
- Support the project manager in promoting and the sharing of lessons and experiences with partners.
- Under the guidance of the project manager, prepare quality and timely work plans, budgets and technical progress reports for transmission and the primary donor.
- Communicate important developments in project implementation and management to the supervisor(s) and participating organisations on a regular basis.
- Work with other staff including the oil and gas, civil society, policy and other project teams on areas of mutual interest to the project
- Perform any other similar duties as assigned by the supervisor

The prospective candidate should possess:

- A minimum of a Bachelors Degree in environment, energy, natural resources or other energy related studies.
- Experience on energy, policy advocacy, lobbying and organizational development is a key asset
- Previous experience within WWF or other similar international organizations is an added advantage
- Over 6 months of professional experience in the energy sector
- Strong interpersonal and networking skills, experience working with local or international organizations and successfully working closely with local and central government agencies on complex issues related to energy is desired.
- A proven ability to work independently as well as in teams is desired.
- Strong interpersonal and networking skills are desirable.

Interested candidates who meet the above requirements should email a cover letter and CV with **Project Assistant: Energy** on the subject line to the Senior People Organisation Development Officer (Snr. POD), WWF-KCO - hresource@wwfesarpo.org not later than **2nd July 2014**.

Kindly note that only shortlisted persons will be contacted.

WWF is an equal opportunity employer and committed to having a diverse workforce.