



The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting enterprises and communities and driven by innovation. KCIC provides incubation, capacity-building services, and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC's heritage is deeply rooted in its commitment to driving sustainable development and climate resilience through innovation. KCIC provides holistic, country-driven support to accelerate the development, deployment, and transfer of locally relevant climate and clean technologies.

In line with the above, KCIC is recruiting **one (1) Program Officer** to support the program functions and activities of KCIC. This is a one-year contract renewable upon funding, subject to excellent performance and availability of funding.

Job Title	Program Officer	Reports To	Program Manager-DREEMHUB
Department	Enterprise Support and Investment	Level/ Grade	
Direct Reports	N/A	Indirect Reports	Program Interns
Contact and Cooperation	Internally: Clients Services Team, Monitoring and Evaluation Team, Corporate service team, Finance & Grants team and Program Management Team Externally: Enterprises, investors, financial institutions, regulatory bodies and industry experts, other stakeholders and DREEM ecosystem partners		
Job Purpose			
The Program Officer role is to assist in the implementation of the programs Distributed Renewable Energy Ecosystem Model (DREEM) HUB Program in line with donor agreements and KCIC's operational guidelines.			
Key Responsibilities			
<ol style="list-style-type: none">1. Assist the Program Manager in the day-to-day coordination of DREEM HUB activities.2. Support to monitor and track DREEM HUB progress, ensuring alignment with program goals and timelines.3. Contribute to the development of detailed work plans, schedules, and budgets.4. Support the engagement and communication with program stakeholders, including community members, partner organizations, and government agencies.5. Follow up with all contracted Spoke partners and other consultants/ service providers to ensure that their contractual agreements are adhered to.6. Facilitate meetings, workshops, and training sessions for stakeholders and beneficiaries.7. Collect, compile, and analyze data related to DREEM HUB activities and outcomes.8. Prepare regular progress reports and updates for the Program Manager and other stakeholders9. Support in the development and maintenance of a DREEM HUB participants database10. Support knowledge management, documentation, and branding of the DREEM HUB compliant with donor requirements and KCIC's operational policies.11. Support in the development and implementation of monitoring and evaluation frameworks to assess the program impact and effectiveness.12. Actively manage stakeholders feedback emails, providing prompt feedback to queries13. Manage the DREEM HUB participants WhatsApp group ensuring that queries are responded to within 24hrs. In addition, ensure that all communications as it relates to enterprise is shared with them in good time.14. Working with the Program team to organize, arrange and coordinate annual KCIC management team or donor field visit to access progress of the program activities15. Any other duties as delegated by the DREEM HUB Program manager			
Professional Qualifications, Knowledge and Experience			
<ul style="list-style-type: none">• Bachelor's Degree in Renewable Energy, Engineering, Environmental Science or a related field.• Membership of a professional organization• 3 years of experience in programme/project coordination or support preferably in renewable energy or climate mitigation/adaptation or environment sector			

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- Knowledge of renewable energy technologies, particularly solar energy or climate smart agriculture is an advantage.
 - Proficiency in reporting and PowerPoint presentations
 - Proficiency in stakeholder engagement and management.
 - Ability to work under pressure and meet deadlines
 - Project Management is an added advantage

Key Competences

1. Excellent Communication and Report writing skills.
2. Interpersonal skills.
3. Strong organizational skills that reflect ability to perform and priorities multiple tasks seamlessly with excellent attention to detail
4. Strong time management skills with the ability to prioritize and manage multiple tasks
5. Passionate about climate change mitigation/adaptation and sustainable development.
6. Professionalism and Integrity.
7. Innovative thinker with a proactive approach to problem-solving.
8. Reliability and adaptability
9. Proactive and able to work independently as well as part of a team.