

TERMS OF REFERENCE

Position: Project Officer Kenya

Duty Station: Nairobi, Kenya, with regular travel to project sites across Kenya.

Reporting to: Reports to Regional Programme Manager and functionally to Senior Project Officer

Supervises: None

Works Closely With: Programmes Team, Finance, MERL, Partnerships and Communications, Operations and partner organisations.

1.0 Background

Wetlands International implements programmes across Kenya, Tanzania, Ethiopia and Uganda that promote the conservation, restoration and sustainable management of wetlands as natural infrastructure for climate resilience, biodiversity conservation, water security and sustainable livelihoods. The portfolio includes integrated programmes focusing on coastal wetlands, river and lake basins, peatlands and community resilience. Wetlands International requires strong project management capacity to ensure effective planning, coordination, implementation and reporting in Kenya. The Kenya Project Officer will play a central role in coordinating implementation of projects, ensuring timely delivery of activities, supporting partner engagement and maintaining high standards of project management and donor compliance.

2.0 Job Purpose:

To coordinate and manage the day-to-day implementation of assigned projects within the Kenya Programme, ensuring activities are delivered on time, within budget and in accordance with organisational and donor requirements while supporting high-quality programme performance.

The role provides operational leadership by coordinating project teams, consultants, partners and grants while supporting planning, monitoring and reporting.

3.0 Work Relationship:

3.1 Internal Context

- Programmes Team, Finance, MERL Teams, Partnerships and Communications, Operations

3.2 External Context

- Partner Organisations

4.0 Key Responsibilities & Detailed Deliverables

1. Project Planning and Coordination

- Coordinate day to day implementation of assigned projects and work packages
- Prepare detailed work plans and implementation schedules
- Coordinate project activities with staff, implementing partners and stakeholders
- Monitor implementation progress against agreed work plans
- Identify implementation risks and recommend corrective actions
- Ensure project milestones are achieved within agreed timelines

2. Project Implementation

- Coordinate delivery of project activities in accordance with workplans
- Coordinate meetings, workshops and field missions
- Liaise with implementing partners, consultants and service providers
- Facilitate communication between project teams and partners
- Maintain project action trackers and follow up on agreed actions
- Support coordination across multiple projects within the Kenya portfolio

3. Financial and Administrative Management

Working closely with the Finance team:

- Monitor project budgets and expenditure
- Track procurement plans and contracts
- Prepare budget forecasts
- Verify project expenditures
- Support financial reporting
- Ensure compliance with donor and organisational procedures

4. Monitoring, Evaluation and Reporting

- Support project monitoring and data collection
- Maintain project performance trackers
- Compile quarterly and annual progress reports
- Coordinate reporting from implementing partners
- Support donor reporting processes
- Contribute to project evaluations and learning reviews

5. Stakeholder Engagement

- Maintain relationships with local project partners and local stakeholders
- Coordinate engagement with government agencies and community organisations
- Support organisation of stakeholder consultations and technical meetings

6. Knowledge Management

- Document project achievements and lessons learned
- Maintain organised project records and documentation
- Support development of case studies and communication products
- Ensure project files are complete and audit-ready

7. Safeguards, Risk and Compliance

- Support implementation of environmental and social safeguards
- Maintain project risk and issue registers
- Ensure compliance with donor agreements and organisational policies
- Prepare documentation required for audits and donor reviews

8. Resource Mobilisation Support

Working with Technical Officers and the Partnerships and Resource Mobilisation Officer:

- Provide implementation lessons to inform proposal development
 - Compile project information for concept notes
 - Support donor visits and project missions
 - Contribute to project design and planning for new initiatives
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5.0 Expected Deliverables & Key Performance Indicators

- Annual and quarterly project work plans
- Updated project implementation trackers
- Budget monitoring reports
- High-quality donor progress reports
- Meeting reports and action trackers
- Project risk registers and effective issue resolution
- Partner coordination plans
- Organised project documentation and filing systems
- Lessons learned reports and knowledge products
- Successful delivery of project activities within agreed timelines and budgets
- Compliance with organisational and donor procedures
- Contribution to organisational learning and continuous improvement
- Quality of project coordination and stakeholder engagement

6.0 Qualification, Experience & Skills

6.1 Education & Professional Qualifications

- Bachelor's degree in Environmental Science, Natural Resource Management Environmental Management, Water Resources Management, Conservation, Geography or another relevant discipline.
- A Master's degree is an added advantage.

6.2 Relevant Experience

- Minimum 4–5 years of experience coordinating donor-funded development or conservation projects.
- Experience coordinating multi-stakeholder projects
- Experience with project planning, budgeting and reporting
- Experience working with government institutions and community organisations
- Experience supporting procurement and contract management
- Experience working with international NGOs is desirable

6.3 Essential Competencies

6.3.1 Technical Competencies

- Project planning and coordination
- Budget monitoring
- Report writing
- Stakeholder engagement
- Problem-solving
- Time management
- Communication and facilitation

6.3.2 Behavioral Competencies

- Highly organised and detail-oriented
- Results-driven and proactive
- Strong interpersonal and coordination skills
- Ability to manage multiple priorities simultaneously
- Collaborative and adaptable

6.4 Organizational Core competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Effective Communication
- Organization and self-control

6.5 Working Conditions

- Office-based with regular field missions
- Willingness to travel extensively within Kenya

How to Apply

Interested and qualified candidates who meet the requirements for any of the above positions are invited to submit their application.

- Please send a comprehensive CV, Cover letter detailing your experience and suitability for the role and indicate your GROSS salary expectation to hreastafrica@wetlands-eafrica.org. Please indicate “Project Officer Kenya” as the subject line of your email.
 - **Application Deadline: [30th July 2026]**
 - Only shortlisted candidates will be contacted.