

**Practical
ACTION**

PROJECT OFFICER



ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are committed to advancing gender equality and women's empowerment through all our work. This includes programmes, knowledge sharing, advocacy, external communications, and our own organisational development. At a minimum, we ensure that all our work is gender sensitive, seeking gender transformative approaches as our overall ambition and in accordance with context.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

PRACTICAL ACTION IN KENYA

In Kenya, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims in Kenya, with offices in Nairobi, Kisumu and Kakamega.

ABOUT THE ROLE

The Project Officer will support the effective planning, implementation, and monitoring of field activities under the guidance of the Project Manager and Technical Advisor. They will play a key role in coordinating with stakeholders, supporting integrated energy planning processes, and ensuring timely execution of project activities in line with work plans and donor requirements. The Officer will contribute to the preparation of reports, documentation of project outcomes, and organization of meetings, workshops, and community engagements.

Working closely with the technical team, they will assist in the application of energy planning tools, data collection, and analysis, while also supporting knowledge sharing and communication efforts. The role includes engaging with government officials, partners, and communities to ensure inclusive, gender-sensitive, and impactful delivery. The Project Officer will also ensure compliance with organizational policies and contribute to project learning, risk mitigation, and ongoing improvement of implementation processes for a just and inclusive energy transition.

SCOPE

Title	Project Officer - Integrated County Energy Planning (INEP)
Reporting to	Project Manager
Matrix management	N/A
Direct reports	N/A
Relationships	Internal: Programme Delivery Teams, Impact & Influence Team, Business Development team, Communications team, Finance & Systems, People and Culture and Operations functions. External: Strategic Partners relevant to PA strategies
Financial scope	N/A
Location	Nairobi
Grade	5
Travel requirements	Frequent travel within geographic scope (and others as required)
Position Status	Full-time

ACCOUNTABILITIES

Project Implementation Support

- Assist in the planning, coordination, and delivery of project activities as per work plans and timelines.

- Ensure field activities are implemented in line with project objectives, quality standards, and donor requirements.
- Track activity progress and provide regular updates to the Project Manager.

Stakeholder Engagement & Coordination

- Support coordination with national and county government officials, project partners, and community stakeholders.
- Organize and facilitate meetings, community engagements, workshops, and learning forums.

Technical Support

- Collaborate with the Technical Advisor and manager to apply energy planning tools and methodologies in the field.
- Support integration of gender-sensitive and inclusive approaches in all project interventions.

Compliance and Risk Management

- Adhere to organizational policies, safeguarding, and risk mitigation protocols.
- Support the identification and reporting of project risks and implementation of mitigation measures.

Knowledge Management and Communication

- Participate in documenting and sharing project knowledge and insights internally and externally.
- Support content development for communication materials in collaboration with the communications team.

Administrative and Logistical Support

- Assist in managing project logistics including field visits, procurement support, and budget tracking.
- Maintain accurate project records and files.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion, and marital status. Is sensitive and adaptable to gender and social inclusion and adopts inclusive practices. Responds and behaves appropriately in different situations.

Safeguarding

It is all staff's shared responsibility and obligation to safeguard and protect populations with whom we work with, including vulnerable adults and children.

Practical Action believes that it is unacceptable for anyone to experience exploitation or abuse in any form, anywhere. All staff members undergo mandatory Safeguarding training and are expected to always commit/adhere to our Safeguarding Policy whilst working for or on behalf of Practical Action.

PERSON PROFILE

To be successful in the role, the ideal candidate should meet the following requirements:

Experience & Knowledge

- Bachelor's degree in a relevant field (e.g., development studies, economics, statistics, social sciences).
- Minimum of 3 years work experience in knowledge management, monitoring and evaluating programs with an organization with a robust M&E component.

Essential

- Strong technical skills including use of PowerBI or Tableau.
 - Good knowledge in using indicators at output, outcome and goal level and developing tools for measurement purposes.
 - Strong experience in evaluation methodologies such as outcome mapping and Most Significant Change.
 - Experience in integrating gender and inclusion into project design and MEAL aspects.
 - Successful track record of implementing effective MEL systems, including experience in quantitative and qualitative data collection and management.
 - Experience in gathering learnings and promoting their application.
 - Proven analytical and problem-solving skills to understand the range and content of the organization's thematic work and provide practical solutions to operational challenges.
 - Commitment to and ideally an understanding of safeguarding.
-