

JOB ADVERT/VACANCY at FES Kenya
PROGRAMME COORDINATOR
(Climate Justice, Urban Mobility and Foreign Policy)

About FES

Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Parliament of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes the values of Social Democracy, together with partners around the world. Central to its work are the promotion of democracy and social justice, economic and social development, strong, free and member-driven trade unions, and the advocacy of human rights and gender justice. On the African continent, FES has been working for social justice, democracy, peace, and international solidarity through its vast network of more than 20 country and project offices. It has encouraged and nurtured political exchange between Africa, Germany, and Europe for many years, acting as a partner to political parties, parliaments, trade unions, media, civil society groups and the interested public.

FES has been active in Kenya since 1964 and has collaborated with a wide array of partners from universities, civil society organizations, trade unions, government departments, local communities, and political parties who share and support the values and ideas of Social Democracy. Its cooperation with Kenyan partners continues to be based on the values of Social Democracy. With partners in Kenya, FES works on different national, but also global and regional issues.

Type of Job and Expected Starting Date

The Programme Coordinator's role is a full-time position at the [FES Kenya Office](#) in Nairobi and the successful candidate will be expected to report on 15th of August, 2023.

Duties and responsibilities

- Conceptualize, plan, organize, monitor, evaluate and further develop activities in line with the FES project outline, e.g., through high-level workshops, seminars, studies, public events and conferences in cooperation with different partner organisations or partner networks; this includes the preparation of concept papers, strategy documents and the completion of activity reports according to FES standards as well as preparation of Terms of Reference for research activities.
- Oversee budgets within working lines and managing project funds as per the organization's rules and regulations.
- Assessment, analysis and reporting of (socio-)political developments and trends on climate policy; urban mobility and peace and security at local, national and regional levels.
- Identifying new areas of policy advocacy, research and/or training needs with regards to promoting climate justice; addressing climate related security risks at the national and regional level among civil society, academia, government institutions and trade unions.
- Build, maintain and continuously improve both FES and individual networks with strategic partners, inc. civil society, trade unions, policy makers, government institutions and think tanks on topics relevant to the work of FES.
- Actively assesses, propose, and deepen strategic partnerships with existing or potentially new partners and opportunities for cooperation with FES.
- Design innovative approaches and formats for activities and policy advice, including moderating events in cooperation with partners and in particular on climate change, peace and security, urban mobility and social developments in Kenya.

- Providing input/updates/briefings for internal processes such as planning sessions, meetings, strategy development as requested by the Country Director from time to time.
- Provide guidance and relevant support to programme officers, assistants, accounts department and interns on the work processes.
- Maintain regular/periodic communication with other FES offices/programmes on the continent and across the globe.
- Represent FES in relevant activities/conferences.

Qualifications required

- Applicants must possess at least a master's degree or a Post Graduate Diploma in environmental science; Environmental Policy; Peace and Security; Environmental Community Development or equivalent.
- At least three years of professional experience in the field of climate justice/policy/climate security/urban mobility, project coordination and/or policy advice.
- Have a good knowledge of climate policy landscape and its politics at the national and international levels and at least two years' experience of working specifically with civil society on the issues.
- Have knowledge of the FES philosophy and its approach to climate change, climate security and urban mobility. Applicants must be fluent in English as well as in Swahili, both oral and written.

Other skills required

- Collaborative approach to working with others.
- Climate Justice activism.
- Ability to work independently and responsibly.
- Strong written and verbal communication skills.
- Experience in moderation and public presentation and speech.
- Strong Project management skills.
- Excellent problem-solving skills.

How to Apply

Applications should consist of a motivation letter, a comprehensive CV and at least two references. FES is an equal opportunity employer - all applications will be considered on merit alone. FES Kenya welcomes applications **until COB, 12th July 2023** by sending above mentioned and supporting documents to programmes@fes-kenya.org. Only successful candidates will be contacted.