



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND FORESTRY
State Department for Environment and Climate Change

**RECRUITMENT OF A PROJECT COORDINATOR FOR SOUND MANAGEMENT
OF CHEMICALS AND WASTE PROJECT**

Background

The State Department for Environment & Climate Change is in the process of recruiting the Project Coordinator for Sound Management of Chemicals and Waste (SMC&W) Project. The SMC&W is addressed in eleven of seventeen Sustainable Development Goals (SDGs) hence it is critical in addressing the agenda 2030 on Sustainable Development and the Kenya Vision 2030.

**Terms of Reference for Project Coordinator Sound Management of
Chemicals and Waste Project**

Vacancy	Project Coordinator
Terms of Engagement	One-year renewable contract
Duty Station	Department of Multilateral Environmental Agreements
Reporting	Head, Multilateral Environmental Agreements
Advert Date	3 rd September, 2024
Closing Date	16 th September, 2024

Duties and responsibilities

Overall, the Project Coordinator will be responsible for the day-to-day operations of the project i.e. coordination, planning, management, implementation, reporting and monitoring and evaluation. Prepare and revise project work, procurement work and financial plans and submit them to the Head of Multilateral Environmental Agreements (MEAs) and United Nations Environment Programme (UNEP);

1. Prepare work, procurement and financial plans and submit them to the Head, MEAs;
2. Plan activities of the project and monitor progress against the approved work-plan;
3. Prepare quarterly and annually project progress reports and submit them to Head, MEAs;
4. Prepare and disseminate project reports to the National Multisectoral Committee on Sound Chemical Management (MCSCM) and other stakeholders for interrogation;
5. Liaise with Head of MEAs, UNEP, National Multisectoral Committee on Sound Chemical Management (MCSCM), relevant government agencies, non-governmental organizations, private sector and all project partners for effective coordination of all project activities;
6. Oversee and ensure timely submission of the Project Implementation Reports, Technical reports, financial reports, and other reports as may be required by the Ministry and UNEP;
7. Timely supervise and coordinate project outputs as per the project document;
8. Coordinate communication with Head of MEAs, UNEP and project partners;
9. Develop and prepare Terms of References (TORs) for key project services in consultation with Head MEAs and UNEP i.e. sub-contractors, trainings and procurement and administer their supervision;
10. Administering project budget and funds availability in liaison to Finance and Accounts Departments;
11. Prepare documents in collaboration with Accounts, Finance and Procurement Departments for Internal and External Audits.

Required Qualifications

- i. A Bachelors' Degree in any of the following fields: Environmental Science, Biological Sciences, Biochemistry, Chemistry, or a related field from a recognized institution;
- ii. A Masters' degree in any of the following disciplines: Environmental Science, Biological Sciences, Biochemistry, Chemistry will be an added advantage;
- iii. A certificate course in any of the following fields; Project Planning, Project Appraisal, Project Monitoring and Evaluation, Environmental Impact

- Assessment and Auditing or Environmental Management lasting not less than two (2) weeks from a recognized Institution will be an added advantage;
- iv. At least four (4) years of work experience preferably in chemicals
 - v. management;
 - vi. Experience and knowledge on implementation of projects in Multilateral Environmental Agreements (MEAs) especially chemical and waste MEAs;
 - vii. Experience in working on GEF, UNEP or World Bank chemical projects;
 - viii. Knowledge and understanding on government operations and donor relations;
 - ix. Commendable inter-personal skills;
 - x. Proficiency in the use of computer software applications especially MS Word and MS Excel; and,
 - xi. Excellent language skills in English (writing, speaking and reading).

How to apply: Interested and eligible and applicants are advised to visit the Ministry's website page www.environment.go.ke for specific job requirements and guidelines for application. The closing date for application **shall be on 16th September, 2024** at the close of business.

Dr. Eng. Festus K. Ng'eno, MIEK.
PRINCIPAL SECRETARY

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