



Annual Salary and Benefits	According to Oxfam in Kenya Salary Scale
Internal Job Grade	D1
Contract type	Fixed Term (1 year)
Reporting to	Coordinator KCSPOG
Staff reporting to this post	N/A
Location(s)	Nairobi, with regular national and occasional international travel
Annual Budget	N/A

Shaping a stronger Oxfam for people living in poverty

Job Purpose

The platform is a non-registered entity of member organizations that seeks to collaborate in order to achieve the objectives of the Platform.

The vision of the platform is: A Kenya where there is equitable and sustainable development through the efficient and transparent management of extractive resources and the mission is to engage in policy dialogue and advocacy towards influencing policies and legislation affecting oil and gas resource management through public mobilization, capacity building, as well as effective knowledge management and information sharing.

The Platforms seeks to find a highly driven individual to undertake the role of researcher, to provide research support to the Kenya Civil Society Platform on Oil and Gas

Key Responsibilities

Research, knowledge generation, campaigns and policy influencing

60%

- Provide research support to the platform membership and secretariat
- Provide analysis on developments in the oil and gas sector for platform member action
- Ensure platform members are up to date on developments in the sector and able to respond to a changing environment.
- Draft Memoranda on developing issues in the sector
- Draft policy briefs for endorsement by platform membership
- Draft Op-Eds for publication in local and international dailies
- Repurpose KCSPOG published reports for maximum visibility
- Support the design of KCSPOG initiatives nationally and in the region
- Develop repositories of Knowledge including use of databases (google docs) and websites
- Data collection and analysis
- Updates on company reporting internationally

Partnership and coalition building, networking and support

40%

- Maintain a positive interface with the host organization and other stakeholders on all aspects of implementing KCSPOG work
- Build partnerships with relevant policy makers
- Support member organizations in advocacy activities
- Assist in developing KCSPOG calendar of events and coordinate implementation of annual work plans of KCSPOG
- Support communication systems to transmit information between the secretariat, and KCSPOG members.
- Facilitate networking among members, support knowledge generation to foster lesson learning and information sharing,
- Identify opportunities for members capacity building including developing learning tools and curriculum
- In concert with coordinator Represent and champion KCSPOG position at relevant meetings with various civil society coalitions, Government and private sector players.
- In concert with coordinator facilitate the engagement of members in local, national, continental and global processes, of the oil and gas dialogue
- Increase visibility of KCSPOG in the country/region and establish strategic alliances with other relevant organisations forums.
- Support in training of communities in areas affected by oil and gas exploration
- Prepare and submit report of KCSPOG activities to the steering committee
- Support online interactions through KCSPOG social media platforms
- Initiate and support KCSPOG fundraising initiatives and donors relationships, especially those supporting the node and its activities.
- Provide input into donor reports and support monitoring and evaluation processes. Ensure compliance with donor policy and commitments
- Coordinates and mobilises technical support for members, accompanying them and ensuring high quality of programming.

- Identifies and channels appropriate technical and material resources to KCSPPOG membership.
- Do any other work incidental to the attainment of the Platform's objectives and/or as directed by the coordinator Steering Committee or chairperson

Human resource management 0%

Technical Skills, Knowledge and Experience

Skills

- Professional/Technical qualifications – Undergraduate degree or higher in Oil and Gas, Mineral Policy, Environmental Sciences, Natural Resources, Social Sciences, Economics, Law, and at least two years related experience or equivalent combination
- Proven research, analytical skills and ability to apply them in inter-disciplinary contexts
- Ability to break down complex information into actionable points for the platform membership.
- Highly developed conceptual, analytical and innovative problem-solving ability
- Must be detail-oriented and have the ability to multi-task under limited supervision
- Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment
- Excellent written and oral communications skills
- Excellent personal communication skills.
- A high level of self-awareness, initiative, sound judgement, personal energy and flexibility.

Knowledge

- Knowledge and experience in oil and gas, Natural resources, extractives development or related matters and initiatives in the national, international and particularly Kenyan Context or similar jurisdiction
- Strong programme management and quality knowledge, with ability to ensure consistent quality against standards and to implement effective monitoring and evaluation systems to assess and adjust performance
- Commitment to and good knowledge of working with networks, coalitions and a partnership approach.
- Good knowledge of advocacy and campaign strategies and plans and successfully achieving external impact and change.

Experience

- Excellent knowledge of the Kenya socio-political and economic environment and issues, supported by personal exposure.
- Politically astute, with high impact influencing and persuasive skills and personal gravitas to gain respect and build and maintain strong, credible relationships, with internal and external stakeholders at all levels
- Strong organisational and personal management skills, with ability to prioritise work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while maintaining focus on delivery and follow-through
- Experience in Civil Society Organizational capacity development, lobbying, advocacy, natural resources management is preferable; (desirable)

Key Behavioural Competencies [delete as appropriate]
 (based on Oxfam's Leadership Model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages

	the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

Name Of Employee.....

Signature.....Date.....

Name of Line Manager.....

Signature.....Date.....