



The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. KCIC provides incubation, capacity-building services, and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC's heritage is deeply rooted in its commitment to driving sustainable development and climate resilience through innovation. KCIC provides holistic, country-driven support to accelerate the development, deployment, and transfer of locally relevant climate and clean technologies.

In line with the above, KCIC is recruiting a **Program Manager, Renewable Energy Portfolio** to support the program functions and activities of KCIC.

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Job Title	Programme Manager-Renewable Energy Portfolio	Reports To	Director Enterprise Support and Investment (DESI)/ COO
Department	Enterprises Support and Investments	Level/ Grade	K4
Direct Reports	Senior Business advisor and Business advisor/Program Officer	Indirect Reports	Junior Business Advisor
Revision Date			
Contact and Cooperation	Internally: Director ESI, Sector leads, Senior Business advisor, Business advisor, Junior business advisor, Finance officer, Managers and Senior Management. Externally: Donors, Government Agencies, Program Partners and Service Providers		
Job Purpose			
The Programme Manager -Renewable Energy Portfolio will lead the development, implementation, and management of renewable energy programs in alignment with donor agreements and KCIC's operational guidelines. The role holder will also support enterprise development ensuring the sustainability and scalability of supported enterprises as per the work plan and donor targets and key performance indicators.			
Key Responsibilities:			
<ol style="list-style-type: none">1. Lead the design and rollout of renewable energy-focused incubation, acceleration, and demonstration programs. Align new initiatives with market trends, funding priorities, and national energy transition strategies.2. Develop, review, and oversee the implementation of annual work plans and budgets for the programs. Ensure all activities are aligned with donor agreements, KCIC's guidelines, and strategic goals.3. Establish and maintain strong relationships with governments, program partners, service providers, institutions, and stakeholders within the climate tech sector. Collaborate to enhance program impact and broaden its reach.4. Lead the collection, analysis, and reporting of program data on a quarterly basis. Prepare detailed reports for donors, the KCIC board, and senior management highlighting program progress, outcomes, and areas for improvement.5. Oversee technical and business advisory services to supported renewable energy startups and cooperatives including mentorship, investment readiness, market access, and linkages to financiers and service providers.6. Manage the annual client mentorship program, coordinating with mentors/consultancy firm to provide tailored guidance and support to program participants. Ensure that the mentorship aligns with the strategic objectives of the program.7. Lead outreach efforts, including the annual call for applications, client selection processes, and onboarding. Ensure a transparent and efficient selection process to attract high-potential entrepreneurs.			

8. Collaborate with the investment manager and regional investment analyst to develop a pipeline of investment-ready enterprises. Prepare and disseminate essential investment documents, facilitating access to funding for promising businesses.
9. Monitor the achievement of program milestones as per the annual work plan. Identify potential risks and ensuring timely accomplishment of program objectives.
10. Actively seek opportunities to showcase the program's success stories and best practices at national, regional, and international forums. Participate in networking events and conferences to expand the program's reach and identify potential collaboration opportunities.
11. Organize and manage upcoming short-term projects, engage participants and stakeholders to ensure successful execution and high visibility.
12. Design and implement an annual Alumni program in collaboration with other KCIC programs. Maintain relationships with program alumni and involve them in ongoing activities, leveraging their experience and success stories.
13. Oversee the recruitment, training, mentoring and performance management of program staff. Provide training, mentorship, and regular performance evaluations to ensure a high-performing team capable of meeting program goals.
14. Identify funding opportunities, develop high-quality proposals, and build strategic partnerships to mobilize resources for renewable energy programs across Africa.
15. Prepare comprehensive reports on program activities, achievements, and challenges for submission to donors and other stakeholders. Ensure timely and accurate dissemination of information within the organization and to external partners, maintaining transparency and accountability.

Professional Qualifications, Knowledge and Experience

1. Bachelor's degree in Renewable Energy or Energy Engineering, or in a related field (master's degree preferred).
2. Professional certifications in Business or Project Management would be an added advantage
3. Minimum of 7 years of experience in renewable energy program development and management, with over 5 years in the solar energy sector.
4. Experience in program management, business incubation/acceleration, and early-stage investing in social enterprises.
5. Proven experience in donor engagement, proposal development, and resource mobilization.
6. Strong networking skills with the ability to build and maintain relationships with industry partners, investors, and stakeholders.
7. Experience managing staff recruitment, development, and performance in a fast-paced programmatic setting.
8. Proven track record of successfully managing donor-funded programs, including budget management, reporting, and compliance.

Key Competences

1. Strong leadership, communication, and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
2. Demonstrated experience in project planning, implementation, and monitoring and evaluation.
3. Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
4. The ability to detect problems, recognize important information, and link various information to trace potential causes and look for relevant details.
5. Setting high quality standards and striving for continuous improvement and quality assurance.
6. Forming Judgment- the ability to balance facts and potential approaches taking the appropriate criteria into account.
7. Result-Oriented- The ability to take direct action to attain or exceed objectives.
8. Deconstructing problems and developing comprehensive solutions. Having a complete picture of the context and overview of the whole problem
9. Entrepreneurial Mindset: A results-driven approach with a focus on innovation, adaptability, and driving impactful change in business