



Terms of References

Company Background

Geo-APNet is a Private Limited Company that was founded in Kenya in 2015 and seeking to achieve sustainable livelihood options in the society by linking nature, people and technology. The Company embraces localised solutions through multidisciplinary approaches revolving around the three (3) pillars namely: science (research), action (implementation) and policy. Geo-APNet is a profit-making consultancy firm working in partnership with like-minded individuals and other companies from varied sectors and fields of expertise, locally and internationally in a bid to actualise and enhance her expansion plan regionally, then globally.

We have in the recent past developed resource mobilisation strategies which are long overdue and can potentially ignite more than five (5) projects in Kenya, one of which would be self-funding after the necessary approvals. Our concepts' focus is cross-cutting but mostly deal in environment, spatial planning, human livelihood strategies, research, training and resource development. Our target client segments comprise of the central government, County governments, education and research institutions, and the private sector within Kenya. It is for this and more reasons that Geo-APNet seeks to recruit qualified and dynamic individuals to fill in the following positions in the Ongata Rongai-based office, Kajiado County to fast track the implementation of these concepts in a bid to mobilise resources for achieving the broader vision and objectives of the Company:

1. Marketing Executive/ Office Administrator (1 Position)
2. Interns (3 Positions)
3. Volunteers (2 Positions)

Position Title: Marketing Executive / Office Administrator

Duration: Initial three (3) months with possibility of extension

Location: Ongata Rongai (Head Office)

Desired Qualifications, Skills and Experience

- A post-secondary qualification in either Public Administration, Marketing, Communication, or related Social Sciences
- At least six (6) months experience in a similar position is highly desired
- A good communicator with impeccable interpersonal, leadership, supervisory and networking skills
- Excellent writing and reporting skills
- Creative, dynamic, innovative, open-minded and a strategic thinker
- A self-starter with the drive to work under minimal or no supervision

Roles and Responsibilities

Under direct supervision by the Geo-APNet Directors, the Marketing Executive will be expected to:

- i. Carry out general Company administrative tasks as advised by the Directors
- ii. Market and sell the Company and her range of product services to all four market segments
- iii. Identify potential clients, pursue and close sales for Geo-APNet
- iv. Advise the management on potential partnership strategies through market research
- v. Supervise Volunteers and Interns on behalf of the Directors
- vi. Report to the Directors on weekly and on a needs basis
- vii. Take part in any relevant training and meetings on behalf of the Company
- viii. Ensuring the office is kept clean and organised at all times
- ix. Seek guidance and advise from Directors at all times and whenever in doubt
- x. Perform any other duties as may be assigned by the Director(s) from time to time

Expected Deliverables and Timelines

- a. Weekly progress reports
- b. Monthly account of marketed Company product service(s) and clientele reached
- c. At least three (3) working partnerships with Geo-APNet by the end of the contract term

Position Title: Interns and Volunteers

Duration: Initial three (3) months with possibility of extension

Location: Ongata Rongai (Head Office)

Desired Qualifications, Skills and Experience

- Holders of a post-secondary qualification in at least one or related fields in:
 - Web Design/ Computer Programming/ Information Technology (IT)
 - Geography/Agriculture/ Environment/ GIS and Remote Sensing
 - Entrepreneurship/ Business/ Sales and Marketing/ Project Management
 - Social Work/ Tourism Management/ Community Development
 - Law/ Public Administration/ International Development
- Preferably just completed their college/university course
- Good communication and interpersonal skills
- Good writing and reporting skills
- Computer literate with at least one specialised commercial or open-source software
- Creative, trainable, dynamic, innovative, open-minded and willing to learn new skills

Roles and Responsibilities

Under the direct supervision by the Office Administrator, the Intern/ Volunteer will be expected to:

- i. Present and implement a work plan with the help of the Directors and direct supervisor
- ii. Take part in research and development work as guided and advised by the supervisor(s)
- iii. Conduct field and desk data collection activities
- iv. Report writing
- v. Acquaint themselves with Company products and market them to clients
- vi. Adhere to the rules, regulations and principles of the Company
- vii. Perform any other tasks as advised and guided by the supervisor(s)

Expected Deliverables and Timelines

- a. Weekly reports of progress on tasks given by supervisor(s)
- b. Any other short-term deliverables as shall be determined by the supervisor(s)

Application Procedures and Deadline

Qualified individuals are encouraged to apply by sending a **cover letter** and **resume** via email to brian@geo-apnet.co.ke and copying the same to info@geo-apnet.co.ke before the 20th February 2019. All applicants will be contacted on the outcome of shortlist by 28th February 2019.