



JOB VACANCY: GREENBIZ BUSINESS ANALYST INTERN

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 is an initiative originally supported by the World Bank's infoDev initiative and was the first in a global network of Climate Innovation Centers launched by infoDev's Climate Technology Program (CTP).

KCIC is seeking three highly motivated program interns in Kenya who want to gain hands-on experience providing technical and business development support to the selected enterprises within the GreenBiz Programme, which aims to increase commercialization and scale up of climate-smart innovations. The Business Analyst Internship position is an integral part of the client services team, providing support to KCIC's five delivery areas of business advisory, access to finance, enabling environment, access to information, and access to facilities, which are of high importance to the achievement of the overall organizational strategy.

Job Description

Role:	Business Analyst Intern	Reports To:	Business Analyst
Department:	Client Services	Program:	GreenBiz
Country:	Kenya	Location & Work-Related Travel:	Nairobi

Job Purpose

The position is responsible for providing technical and business advisory support services to KCIC clients as they seek to commercialize and become bankable or investor-ready through client-tailored support.

The key roles and responsibilities include:

- Provide support in technical advisory, business advisory, and financial analysis support to KCIC incubated enterprises.
- Provide support in development of concept notes and disbursement memos.
- Provide support in the development of investment teasers.
- Provide support in planning and organizing for mentorship boot camps for the onboarded clients in liaison with the Mentorship Assistant and the Mentorship Coordinator.
- Provide support in developing clients' business proposals/plans through feedback based on the concept of business model generation by systematically challenging the assumptions of business models.



- Provide support in executing market research, market feasibility studies, competitive analysis, and other ad hoc research support as needed.
- Support entrepreneurs in expanding their adoption and use of digital marketing platforms.
- Assist in the management of due diligence data rooms for prospective portfolio companies and ensure the collection, organization, completeness of requested information.
- Contribute to the preparation of a wide range of reports and analysis of documents assigned including monthly, quarterly, semiannual and annual programme progress reports
- Provide support in identifying business training needs for clients and developing user-friendly and practical training modules to close the identified needs.
- Assist in organizing client forums and coordinating all the logistics to ensure a smooth process for events, including communicating with clients regarding the proposed events.
- Assist in managing the GreenBiz client tracker and updating necessary client information.
- Take minutes during departmental or programme meetings and distribute them to all relevant staff weekly.
- Disseminate information on the services currently offered to support KCIC's outreach and partnerships focus.
- Respond to inquiries from internal and external customers via phone, meetings/discussions, and emails.
- Contribute innovative ideas on how KCIC can offer value to its clients.

Qualifications and Experience

- Degree in Environmental Science, Environmental Management, Sustainable Waste Management, Agribusiness, Agricultural Economics, Agricultural Science, Water Resources Management, Forestry, Natural Resource Management, Business Management, Economics or a related field.
- Knowledge of climate technologies and an interest in environmental sustainability.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Fluent in English and Swahili.
- Resides within Kenya.

Functional skills

- Analytical skills
- Communication skills
- Interpersonal skills
- Problem solving skills
- Organizational skills

Behavioral skills

- Professionalism
- Interpersonal skills
- Team player
- Reliability
- Adaptability



How to Apply

Interested candidates are invited to send their up-to-date CV with their contact details, copies of academic and professional certificates, details of current and expected remuneration, the names of three professional referees and a cover letter demonstrating how you meet our requirements to hr@kenyacic.org. **The subject of the email should be the position being applied for.**

Closing date for applications **Monday, 5th June 2023**. Only shortlisted candidates will be contacted.

Kenya Climate Innovation Center is an equal opportunity employer.