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## **ADVERTISEMENT OF VACANT POSITIONS IN THE MINISTRY OF TOURISM AND WILDLIFE, STATE DEPARTMENT FOR WILDLIFE**

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The Ministry of Tourism and Wildlife is implementing the program on Combating Poaching and Illegal Wildlife Trafficking (IWT) in Kenya, that is financed through United Nations Development Program (UNDP) by the Global Environment Fund (GEF). and the Ministry will apply part of the funds to payments under the contract for recruitment of relevant personnel for the vacant positions in the Project Management Unit (PMU).

Applications are invited from suitable qualified officers for the posts of Technical Project Coordinator, Monitoring and Evaluation Specialist, Project Finance and Procurement Officer/Accountant and Landscape Coordinator for the Project Steering Committee on Combating Poaching and illegal Wildlife Trafficking in Kenya through an Integrated Approach (IWT) in the State Department for Wildlife.

All Interested and qualified persons should submit their applications together with a detailed Curriculum Vitae, Copies of Academic and Professional Certificates, testimonials and National Identity cards in a sealed envelope, addressed to:

**Principal Secretary,  
Ministry of Tourism and Wildlife,  
State Department for Wildlife,  
P.O. Box 41394-00100, Nairobi**

**OR**

Hand delivered to National Social Security Fund (NSSF) Building, 21<sup>st</sup> Floor Main Registry, on or before 24<sup>th</sup> August at 1600hrs.

**OR**

Email your application to: [pswildlife@tourism.go.ke](mailto:pswildlife@tourism.go.ke), [pswildlife2018@gmail.com](mailto:pswildlife2018@gmail.com)

## **ADVERT NO.1/2020- ONE (1) POST**

**Post:** Project Manager/Coordinator

**Terms of Service:** Two (2) Year Contract subject to satisfactory performance and delivery of targets and outcomes The remuneration attached to this position will be a gross taxable monthly Ksh. 300,000 payables as follows:

**Monthly Basic Salary:** Ksh. 200,000

**Monthly Allowances:** Ksh. 100,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your monthly salary for the total number of months worked.

### **OVERALL RESPONSIBILITY**

#### **a) The specific responsibilities will include the following: -**

The Technical Coordinator will be responsible for the overall management of the Project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The Technical Coordinator will perform a liaison role with the government, UNDP and other UN agencies, CSOs and project partners, and maintain close collaboration with other donor agencies providing co-financing. The Technical Coordinator will work closely with the Project partners in the Tsavo and Maasai Mara Ecosystem, respectively.

#### **b) Duties and responsibilities at this level will entail: -**

- Provide technical advice to ensure that the Project leads to the intended outcomes
- Plan the activities of the project and monitor progress against the approved work plan.
- Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.
- Coordinate all project inputs and ensure that they adhere to UNDP procedures for nationally executed projects.
- Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.
- Coordinate Project inputs to support the Working Committee for the development of the Wildlife Strategy to lead the participatory process with all interested stakeholders in discussions and the development of the Anti-Poaching Strategy document.
- Strengthen national, inter-agency coordination and vertical coordination (national – local)
- Facilitate agency inputs to training programmes

- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Develop a pilot MAU process on the Kenya-Tanzania border
- Facilitate Trans-frontier consultations, planning and drafting of international agreements between Kenya and Tanzania on the protection and management of the Maasai Mara - Serengeti and Tsavo-Mkomazi Trans-Frontier Conservation Areas (TFCAs),
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.
- Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organizations and CSOs for effective coordination of all project activities.
- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, Quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.
- Share progress and results with the GWP.
- Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.
- Assist community groups, municipalities, CSOs, staff, students and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.
- Assist and advise the Project Implementation Units responsible for activity implementation in the target sites.

- Carry out regular, announced and unannounced, inspections of all sites and the activities of the Project Implementation Units.
- Develop partnership agreements with other donors.

### **c) REQUIREMENTS FOR APPOINTMENTS**

#### **The successful candidate must meet the following requirements: -**

- A master's degree from a recognized University in any of the following areas: Natural Resources Management, Wildlife Management, Range Management, Environmental Sciences or any other approved equivalent qualifications; a PhD, degree will be an added advantage
- A bachelor's degree from a recognized University in any of the in the above related fields.
- At least 10 years of professional experience in natural resource management (including wildlife conservation and law enforcement related to illegal trade in wildlife).
- At least 5 years of demonstrable project/programme management experience.
- At least 5 years of experience working with national or regional institutions that are concerned with natural resource and/or environmental management.

#### **Competencies**

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of sub-national stakeholder groups, including community and government.
- A good understanding of M&E procedures.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the political and socio-economic context related to Kenya's protected area system, biodiversity conservation and law enforcement at national and subnational levels.
- Excellent command of English, Swahili and other relevant local languages.

## **ADVERT NO. 2/2020- ONE (1) POST**

**Post:** Monitoring and Evaluation Officer

**Terms of Service:** Two (2) Year Contract subject to satisfactory performance and delivery of targets and outcomes

The remuneration attached to this position will be a gross taxable monthly Ksh. 200,000 payables as follows:

**Monthly Basic Salary:** Ksh. 150,000

**Monthly Allowances:** Ksh. 50,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your monthly salary for the total number of months worked.

### **a) DUTIES AND RESPONSIBILITIES**

The M& E Specialist will report to and work under the guidance and supervision of the Technical Project Coordinator.

### **b) Duties and responsibilities at this level will entail: -**

- Assist the Technical Coordinator in day-to-day management and oversight of project activities;
- Assist the Technical Coordinator in matters related to M&E and knowledge resources management;
- Assist the Technical Coordinator in matters related to the implementation and reporting on the Gender Action Plan;
- Assist in the preparation of progress reports;
- Monitor project progress and participate in the production of progress reports, ensuring that they meet the necessary reporting requirements and standards, including based on the inputs from all project partners;
- Ensure project's M&E meets the requirements of the Government, the UNDP Country Office, and UNDP-GEF; develop project-specific M&E tools as necessary;
- Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan;
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- Facilitate mid-term and terminal evaluations of the project; including management responses;
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products;

- Support project site M&E and learning missions;
- Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;
- Provide PMU-related administrative and logistical assistance.

### **c) REQUIREMENTS FOR APPOINTMENTS**

**The successful candidate must meet the following requirements: -**

- A Bachelor's degree or an equivalent qualification in Management, Statistics, Public Administration, Project Management, Economics or related social science.;
- Excellent knowledge of monitoring and evaluation;
- At least three years of work experience preferably in a project involving biodiversity conservation, natural resource management and/or sustainable livelihoods. Previous experience with UN project will be a definite asset.

#### **Competencies**

- Very good inter-personal skills;
- Proficiency in the use of computer software applications especially MS Word and MS Excel.
- Excellent language skills in English (writing, speaking and reading) and in local languages

## **ADVERT NO. 3/2020 - ONE (1) POST**

**Post:** Project Finance Officer

**Terms of Service:** Two (2) Year Contract subject to satisfactory performance and delivery of targets and outcomes

The remuneration attached to this position will be a gross taxable monthly Ksh. 200,000 payables as follows:

**Monthly Basic Salary:** Ksh. 150,000

**Monthly Allowances:** Ksh. 50,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your monthly salary for the total number of months worked.

### **a) DUTIES AND RESPONSIBILITIES**

The Project Finance and Procurement Officer / Accountant will report to and work under the guidance and supervision of the Project Manager/ Coordinator, and will be responsible for efficient and effective financial management and accounting function for the Project.

b) Duties and responsibilities at this level will entail:

- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Technical Coordinator;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoK financial rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Technical Coordinator if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by Project partners for implementation of project activities;
- Liaise and follow up with the Project partners for implementation of project activities in matters related to project funds and financial progress reports.

### **c) REQUIREMENTS FOR APPOINTMENTS**

**The successful candidate must meet the following requirements: -**

- Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Business Administration (Accounting option) or equivalent qualification from a recognized institution.
- CPA III, ACCA or equivalent qualification from a recognized institution.
- Membership to ICPAK/ACCA/Chartered Financial Analyst (CFA) or any other relevant recognized professional body.
- Three (3) years' work experience preferably in a project management setting involving multi-lateral/ international funding agency. Previous experience with UN project will be a definite asset.

#### **Competencies**

- Proficiency in the use of computer software applications particularly MS Excel;
- Excellent language skills in English (writing, speaking and reading) and in local languages.

### **ADVERT NO. 4/2020 – TWO (2) POSTS**

**Post:** Landscape Project Officer (2 Positions) - Masai Mara and Tsavo

**Terms of Service:** Two (2) Year Contract subject to satisfactory performance and delivery of targets and outcomes

The remuneration attached to this position will be a gross taxable monthly Ksh. 200,000 payables as follows:

**Monthly Basic Salary:** Ksh. 150,000

**Monthly Allowances:** Ksh. 50,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your monthly salary for the total number of months worked.

### **a) DUTIES AND RESPONSIBILITIES**

- Provide technical and strategic advice and guidance as well as operational support to project management and others for planning and implementation of landscape- or community-specific activities;
- Liaise with regional government for coordination of landscape-specific project inputs;



- Participate in relevant project activities, including but not limited to development of landscape-level strategies and plans for community engagement, resource management and conservation;
- Liaise with project management through at least quarterly meetings to share information on progress on project activities, needs arising and key issues requiring attention from the project, including information relevant to project compliance with all relevant policies and objectives;
- Provide information to the PM for use in communications and support the PM in developing project progress reports, donor reports and technical reports;
- Coordinate to maintain relationships and engagement with important landscape-level stakeholders such as regional government, ministries, line departments, civil society organizations, universities, LNGOs, INGOs and donors;
- Organize meetings of landscape-level stakeholders in a timely and efficient manner;
- Ensure that necessary documents (agenda, relevant background documents and technical reports) for meetings are circulated to members two weeks in advance, and that minutes of meetings are produced and disseminated within a week after the meeting
- Provide strategic guidance to project management regarding landscape level activities
- Oversee day-to-day implementation of landscape level project activities.

## **b) REQUIREMENTS FOR APPOINTMENTS**

### **The successful candidate must meet the following requirements: -**

- Bachelor's degree in Community Development, Natural Resources Management, or other relevant education;
- At least 5 years of relevant work experience, related to conservation, community-based natural resource management and/or sustainable livelihoods.

### **Competencies**

- Excellent interpersonal skills;
- Excellent administrative and coordination skills;
- Excellent communication skills, especially relating to reporting of information;
- Excellent command of English and Kiswahili;
- Awareness and knowledge of landscape-level context, including political, social and environmental aspects;
- Excellent ability to organize, coordinate, facilitate, and manage meetings in a timely, efficient, and thorough manner.