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## **RE-ADVERTISEMENT OF VACANT POSITION 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 post of Monitoring and Evaluation Specialist 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 21<sup>st</sup> May, 2021 at 1600hrs.

**OR**

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

**NOTE**

Those who had earlier applied need not to apply, female candidates and Persons Living with Disabilities (PLWD's) are encouraged to apply.

## **RE-ADVERT NO.1/2021- 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

