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ADVERTISEMENT OF VACANT POSITION IN THE MINISTRY OF TOURISM WILDLIFE AND HERITAGE, STATE DEPARTMENT FOR WILDLIFE

The Ministry of Tourism Wildlife and Heritage 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 **Project Manager/Coordinator** 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.

Interested persons may view the requirements for appointment to these posts from the Ministry website www.tourism.go.ke

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, Wildlife and Heritage
State Department for Tourism and Wildlife
P.O. Box 41394-00100, Nairobi

OR

Hand delivered to National Social Security Fund (NSSF) Building, 21st Floor Main Registry, on or before 23rd November, 2022 at 1600hrs.

OR

Email your application to: pswildlife@tourism.go.ke; pswildlife2018@gmail.com

NOTE

Persons Living with Disabilities (PLWD's) are encouraged attach their certificate of registration in their applications.

ADVERT NO.1/2022 - ONE (1) POST

Post: - Project Manager/Coordinator

Terms of Service: - One (1) Year Contract

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.

The Project Manager/Coordinator will report to the Principal Secretary.

OVERALL RESPONSIBILITY

a) The specific responsibilities will include the following: -

- The Project Manager/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 Project Manager/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 Project Manager/Coordinator will work closely with the Project partners in the Tsavo and Maasai Mara Ecosystem, respectively.
- The Project Manager/Coordinator will take on additional M&E functions and serve as the Gender Focal Point for project.

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 Higher degree in Natural Resource Management, Environmental Sciences or any other relevant field.
- At least eight (8) years of relevant professional experience.
- At least five (5) years of demonstrable project/programme management experience.
- At least five (5) years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.

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.2/2022 - ONE (1) POST

Post: - Landscape Coordinator

Terms of Service: - One (1) Year Contract

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.

The Landscape Coordinator will report to and work under the guidance and supervision of the Project Manager/Coordinator.

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 related to biodiversity or other relevant fields;
- At least five (5) years of relevant work experience, related to biodiversity conservation, community-based natural resource management and/or sustainable livelihoods.
- At least three (3) years of work experience preferably in a project involving biodiversity conservation, natural resource management and/or sustainable livelihoods.

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

