



MINISTRY OF TOURISM, WILDLIFE, AND HERITAGE
STATE DEPARTMENT FOR WILDLIFE
Office of the Principal Secretary

**ADVERTISEMENT OF VACANT POSITIONS 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).

Applications are invited from suitable qualified persons for the post of Project Finance/ Accountant Officer, Landscape Officer and 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 fill in the PSC2 form and send to:

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

OR

Hand delivered to National Social Security Fund (NSSF) Building, 21st Floor Main Registry

OR

Email a scanned copy of duly filled PSC2 form to: pswildlife2018@gmail.com

NOTE: Female candidates and Persons Living with Disabilities (PLWD's) are encouraged to apply.

The PSC2 forms can be downloaded from the Public Service Commission.

Website: www.publicservice.go.ke

The applications should be received on or before 19th May, 2023 at 1600hrs.

1. ADVERT NO. 1/2023 - ONE (1) POST

Post: - Project Finance and Procurement Officer/Accountant

Terms of Service: - One (1) Year Contract

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

Monthly Basic Salary: - Ksh. 150,000

Monthly Allowances - Ksh. 50,000

The Project Finance and Procurement Officer/Accountant will report to and work under the guidance and supervision of the Technical Project Manager/Coordinator.

a) Duties and Responsibilities

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; Liaise and follow up with the Project partners for implementation of project activities in matters related to project funds and financial progress reports.

b) Requirements for Appointments

The successful candidate must meet the following requirements: -

- A Bachelor of Commerce (BCom) Finance, Economics degree and/or CPA(K)
- Knowledge on Supply Chain Management
- At least five years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency. Previous experience with UN project will be a definite asset.

2. ADVERT NO. 2/2023 – ONE (1) POSTS

Post: - Landscape Coordinator
Terms of Service: - One (1) Year Contract

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

Monthly Basic Salary: - Ksh. 150,000
Monthly Allowances - Ksh. 50,000

The Landscape Coordinator will report to and work under the guidance and supervision of the Technical 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; Provide strategic guidance to project management regarding landscape level activities; and oversee day-to-day implementation of landscape level project activities. The person will be based either in Masai Mara or Tsavo National Park.

b) Requirements for Appointments

The successful candidate must meet the following requirements: -

- Bachelor's degree related to biodiversity, Natural Resource Management or any other relevant degree;
- At least five (5) years of work experience, three (3) of which should be related to biodiversity conservation, combatting illegal trade in wildlife, community-based natural resource management and/or sustainable livelihoods.

3. ADVERT NO. 3/2023 - ONE (1) POST

Post: - Monitoring and Evaluation Specialist
Terms of Service: - One (1) Year Contract

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

Monthly Basic Salary: - Ksh. 150,000
Monthly Allowances - Ksh. 50,000

The Monitoring and Evaluation Specialist will report to and work under the guidance and supervision of the Technical Project Manager/Coordinator.

a) Duties and responsibilities

Assist the Technical Coordinator in day-to-day management and oversight of project activities; conduct continuous M&E and report on quarterly basis on the progress of the project; assist the Technical Coordinator in matters related to M&E and knowledge resources management; ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.); conduct a comprehensive end-of-project evaluation and report to the project management.

b) Requirements for Appointment

The successful candidate must meet the following requirements: -

- A Bachelor's Degree in Mathematics and Statistics, Project Management, Economics or related social science;
- Excellent knowledge of monitoring and evaluation;
- At least three (3) 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.