

# VACANCIES

The Kenya Wildlife Service is a State Corporation, whose responsibility is to manage and conserve wildlife in Kenya. The Service is in the process of implementing the envisaged Kenya Coastal Development Project (KCDP). The Project aims at empowering residents of the Kenyan Coast identify livelihood activities that are more profitable, environmentally and socially sustainable. The project will be implemented over a period of six (6) years from this financial year 2010/11. In order to implement the project, the Service seeks to recruit dynamic, innovative and experienced individuals to fill the following positions:-

## 1. Project Officer – JG<sup>5</sup> – One (1) Post

Administratively reporting to the Assistant Director, Coast Conservation Area, the overall responsibility will be to ensure the project implementation component and sound management of natural resources as per the approved workplans, standards, budgets and quality. The Project Officer will also liaise with the agencies in the component, stakeholders and the Project Coordination Unit (PCU) based at Kenya Marine and Fisheries Institute (KMFI).

### Duties and Responsibilities

- Routine projects administration including tracking the progress of various projects, tasks, activities, payments/disbursement requests and ensuring timely action.
- Prepare plans for the various project activities in consultation with the project stakeholders and organs.
- Advise on project implementation and communicate any deviations from the plan, recommend corrective action and prepare any appropriate execution plans.
- Ensure the evaluation of all issues that arise within the project component and recommend action to the Project Coordinator.
- Identify and advise the Project Implementation Committees and Manager of any risks associated with the Work Package.
- Prepare all project implementation committee meetings.
- Record and distribute minutes for all project meetings.
- Prepare project reports, budgets, monitoring, planning and control.
- Conduct regular site inspections and attend site meetings.
- Liaise with units and departments on operational issues of the project such as actionable items and approvals.
- Administration of project budgets as advised by Project Coordinator.
- Perform any other duties as may be assigned from time to time.

### Job Requirements

- MSc. or PhD or at least undergraduate degree with a minimum of ten (10) years experience in the specific area relating to KCDP Component.
- Should have experience as a Park Manager, Scientist or Technical Specialist with experience in Project Management.
- Strong preference will be given to candidates who have been involved in KCDP Project development or currently based at the Coast Conservation Area with Marine experience.
- Report writing, communication, interpersonal, analytical and problem solving skills are essential.
- IT skills.
- Satisfactory performance appraisal report from the immediate supervisor.

## 2. Procurement Officer – JG<sup>6</sup> – One (1) Post

Reporting to the Project Officer, the overall responsibility will be to ensure that project procurement issues and activities are carried out in compliance with the Public Procurement and Disposal Act and Regulations. The officer will coordinate the planning, operations and procurement activities for KWS activities as detailed in the approved annual work plan and budget.

### Duties and Responsibilities

- Ensuring compliance with the Public Procurement and Disposal Act and Regulations and the World Bank Procurement Guidelines.
- Integrating the required procurement units and committees and ensuring they are operational.
- Coordinating procurement activities and ensuring efficiency and effectiveness in procurement operations.
- Facilitating procurement planning and budgeting.
- Ensuring proper maintenance of project procurement records.
- Preparing bid documents for procurement of goods, works, services and evaluation and forwarding them for relevant approval, adjudication and award.
- Ensuring proper management of suppliers.
- Carrying out routine market surveys and issuing guidelines on purchases.
- Ensuring timely inspections of works, goods and services and issuing appropriate certificates/reports on implementation of contracts.
- Reviewing purchases by project sites and issuing monthly management reports.
- Performing any other duties as may be assigned from time to time.

### Job Requirements

- Bachelor's Degree in Commerce, Economics, Business Administration or equivalent from a recognized institution.
- Finalist in the training towards professional qualifications in MCIPS, KISM, CPM.
- Thorough understanding of the Public Procurement and Disposal Act and Regulations.
- Familiarity with International Procurement Procedures, with specific experience and working knowledge of World Bank Procurement Procedures will be an added advantage.
- Three (3) years work experience with Kenyan Public Procurement Procedures and Regulations
- IT Skills.
- Satisfactory performance appraisal report from the immediate supervisor.

## 3. Senior Accountant – JG<sup>5</sup> – One (1) Post

Reporting to the Project Officer, the overall responsibility of the position will be to ensure efficient and effective financial management and accounting function within the Project component as defined in the grant, loan and the approved Project Implementation Manual (PIM).

### Duties and Responsibilities

- Monitoring expenditure within the Project component to ensure adherence to budgetary provisions.
- Ensuring compliance with the approved financial procedures.
- Verifying authenticity of financial transactions.
- Ensuring expenditure documents are processed as per the established procedures.
- Ensuring maintenance of proper and up to date accounting records at the project implementation sites.
- Preparing statements of accounts, monthly reconciliation statements and returns.
- Preparation of forecast and management accounts for the KWS Project component.
- Reviewing and preparing revised budgets as required by the Project Officer and Coordinator.
- Advising on appropriate budgetary allocations.
- Preparing timely and accurate reports.
- Performing any other duties as may be assigned from time to time.

### Job Requirements

- Bachelor of Commerce degree in Finance or Accounting from a recognized institution.
- Possession of MBA will be an added advantage.
- Certified Public Accountant of Kenya (CPA K) or its equivalent.
- At least five (5) years relevant experience.
- Report writing, communication, interpersonal, analytical and problem solving skills are essential.
- Knowledge on administration of project/ grant accounts will be an added advantage.
- IT skills.
- Satisfactory performance appraisal report from the immediate supervisor

Interested and suitably qualified individuals should forward their applications enclosing copies of their academic and professional certificates, detailed CV indicating work experience, current remuneration and employer, daytime telephone contact – both office and mobile, names and addresses of three referees, to reach the undersigned not later than **4<sup>th</sup> February 2011**. Only shortlisted candidates will be contacted.

**Director  
Kenya Wildlife Service  
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