



VACANCIES

The Kenya Wildlife Service is a State Corporation, whose responsibility is to manage and conserve wildlife in Kenya. The Service seeks to recruit dynamic, innovative and experienced individuals to fill the following vacant positions at its Headquarters.

1. Head Internal Audit JG “3(a)” – One (1) Vacancy

Reporting to the Director, the successful candidate will be responsible for the effective management of Audit functions to ensure compliance to the systems and policies of KWS and also to evaluate and review internal (Audit) Control systems for the entire organization.

Duties and Responsibilities

- Managing the operations of the Internal Audit Department to ensure attainment of set goals and objectives
- Reviewing and appraising the adequacy and effectiveness of internal controls
- Reviewing the systems established to ensure compliance with policies, statutory requirements and regulations
- Reviewing operations or programs to ascertain results consistency with established goals and objectives
- Liaising with external Auditors and,
- Advising management on external audit queries

Job Requirements

- MBA degree or equivalent
- Must be a holder of a first degree in Commerce, Economics or equivalent
- CPA (K) or its equivalent
- Member of ICPAK
- Possession of CISA qualification is an added advantage
- Five (5) years Practical Auditing experience in a large organisation, two (2) years of which must be in a managerial level
- Thorough knowledge of Audit techniques and Management skills

2. Head of Information & Communication Technology JG “3(b)” – One (1) Vacancy

Reporting to the Deputy Director, Corporate Services, the job holder will be responsible for support, administration and security of interlinked IT and communication systems. Key responsibilities include design and implementation of the organization's IT and telecommunication strategy and network security as well as the Smartcard System.

Duties and Responsibilities

- Conceptualizing, designing and implementation of office automation
- Managing the KWS smartcard system
- Ensuring system back-up and security
- Providing technical advice on selection and management of software and hardware
- Providing end-user training and co-ordinating IT support
- Liaising with CCK, Telkom Kenya and other governmental and international organizations on matters related to radio communication

Job Requirements

- MBA degree or equivalent
- Must be a holder of a first degree in Computer Science
- Eight (8) years experience at a similar or senior management position in IT/Telecommunication management
- Be a certified engineer by a recognized professional engineering IT body
- Possession of valid certificate of Good Conduct obtained from the CID

3. Head of Lands Management - JG “3(b)” - One (1) Vacancy - Re - advertisement

Reporting to the Deputy Director Corporate Services, the overall responsibility will be to ensure effective management and administration of KWS land properties.

Duties and Responsibilities

- Ensuring KWS Land Properties are secured
- Ensuring the maintenance of up to date records for land and property
- Ensuring acquisition of KWS Title Deeds
- Ensuring Physical Development Plans (PDP) is undertaken
- Ensuring production of accurate Maps and Plans, Topographical and Engineering Surveys

Duties and Responsibilities

- Masters degree in Land Management/Development or equivalent with five (5) years experience in Senior Managerial Position
- Must be a holder of a first degree in Land Surveying or urban and regional planning or any other equivalent
- Diploma in Lands Information Systems/GIS, and Member of the Kenya Institute of Surveyors or of Planners (MKIP) Architectural Association of Kenya
- Registered member of Institute of Surveyors or the Physical Planners Registration Board (PPRB)
- Possession of Valid Certificate of Good Conduct obtained from the CID

4. Marketing Manager JG “4” - One (1) Vacancy - Re - advertisement

Reporting to the Head of Marketing and Business Development, the successful candidate will have overall responsibility for planning, designing, co-ordinating KWS Marketing Strategic Activities.

Duties and Responsibilities

- Development and implementation of Marketing Strategies
- Ownership of the KWS brand and value proposition
- Creation of all ATL & BTL activities
- Designing, promoting & driving the product road map

Job Requirements

- Bachelors degree
- Membership of a relevant marketing professional body or professional certification
- Three (3) years marketing experience in a managerial role
- Proven leadership of marketing teams
- ICT skills
- Possession of valid certificate of Good Conduct obtained from the CID

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 24th May, 2010. Only shortlisted candidates will be contacted.