

**VACANCY ANNOUNCEMENT**

The East African Wild Life Society (EAWLS) is a membership organization that was founded in 1961 when the Wildlife Societies of Tanzania and Kenya – both founded in 1956 – together with Ugandan wildlife enthusiasts joined hands. EAWLS has been at the forefront in the efforts for protecting endangered, rare or threatened species and habitats in East Africa. EAWLS hosts the secretariats of the Kenya Forests Working Group (KFWG), the Kenya Wetland Forum (KWF) and the Kenya Wildlife Conservation Forum (KWCF) and is involved in the implementation of field based projects that include conservation of marine resources.

Through the financial support of the Government of Sweden/DFID under Act!’s (formerly Pact Kenya) Natural Resources (Changieni Rasili Mali) Facility for Non State Actors, EAWLS is implementing a project that aims at strengthening Civil Society Organisations (CSOs) and private sector county government legislative engagement process through formation of “County CSOs/Private Sector Natural Resources Management Networks”. This project is being piloted in four counties namely: Kwale in Coast Province, Laikipia, Samburu and Nakuru in Central and northern Kenya. Under this project, EAWLS wishes to recruit a project coordinator and a project officer to implement this project.

**1. Project Coordinator**

**Overall Responsibilities:**

Coordinate the work and activities of County CSOs/Private Sector Networks and the EAWLS project secretariat with the overall objective of supporting the sustainable management of Kenya’s Natural Resources through partnerships with community-based and non-governmental organizations, government agencies and departments, national and international organizations and the private sector in the 4 Counties.

**Duty Station:** Nairobi with extensive travel to the 4 counties

**Specific Responsibilities:**

* Reporting and advising the 4 County CSOs/Private Sector Networks on emerging conservation issues and matters brought to the attention of the EAWLS secretariat.
* Supervising the staff of the project together with the EAWLS Management.
* Making sure that the 4 County CSOs/Private Sector Networks works with and learns from similar initiatives in Kenya.
* Provide technical expertise in publications and in development of project materials (leaflets and policy briefs).
* Write project concept papers and proposals for fund-raising.
* Publicize the vision, mission and activities of the 4 County CSOs/Private Sector Networks.
* Monitoring and evaluation of activities of the 4 County CSOs/Private Sector Networks and report the findings to EAWLS, Act! and other partners.
* Preparation of the necessary information and agenda for monitoring meetings organised for EAWLS and Act!.
* Maintain an overview of national conservation issues.
* Provide information on these issues to the 4 County CSOs/Private Sector Networks and alert them on opportunities and possible action items.
* Contribute to formulation and analysis of national and county policies, strategies and laws in liaison with the 4 County CSOs/Private Sector Networks.
* Initiate and support the 4 County CSOs/Private Sector Networks in advocacy campaigns based on findings of surveys, assessments and suggestions by the county and national networks.
* Strengthen the linkages/partnerships of county networks with members of the national networks (KFWG, KWF and KWCF).
* Identify county conservation issues that can be taken up by the national networks in support of the county networks.
* Working with the national networks, identify appropriate means of addressing the above issues and any conservation issues that cut across counties that may require additional support from the national networks and other organizations.
* Using lessons learnt from the project, scale up activities of the networks in the 4 counties and promote their replications in other counties.
* Produce quarterly work plans and budgets.
* Produce quarterly technical and financial progress reports.
* Be responsible for project equipment.
* Manage budgets of the project, based on the quarterly budgets approved by Act!, EAWLS and on accounting procedures of the EAWLS and Act!.
* Respond to requests for advice and assistance on projects and initiatives related to the 4 County CSOs/Private Sector Networks.

**Qualifications, Experience, Skills and attributes**

* A Degree in Natural Resource Management (NRM), preferably at Masters level.
* Over 5 years experience in NRM and atleast three years at a supervisory level.
* Experience in working with the private sector, donors, non-governmental organizations, community-based organizations, as well as public sector.
* Knowledgeable in local and national NRM and environment matters.
* Fundraising and resource mobilization skills.
* Advocacy and negotiation skills.
* Excellent report writing and presentation skills.
* Good public relations and communication skills.
* Excellent computer skills in various computer packages (Ms. Word, Excel and Power Point).
* Good organizational and analytical skills.
* Ability to work under pressure and to meet deadlines.
* Driving experience.

**2. Project Officer**

**Duty Station:** Nairobi with extensive travel to the 4 counties

**Specific Responsibilities:**

Under the guidance and supervision of the project coordinator, the project officer will:

* Identify who the key players in natural resource management at the 4 counties are; what their roles and obligations are; how they are fulfilling their various roles and obligations; and what their engagements and partnerships are.
* Identify conservation issues at the 4 counties and the specific needs of counties and how these needs can be fulfilled by formation of county CSOs/private sector networks.
* Publicize the vision, mission and activities of the 4 County CSOs/Private Sector Networks.
* Prepare all necessary information and agenda for meetings and workshops organised or envisaged in the project.
* Facilitate meetings of the 4 County CSOs/Private Sector Networks, workshops and exchange visits envisaged in the project.
* Provide technical supports in publications and in development of project materials (leaflets and policy briefs).
* Support the 4 County CSOs/Private Sector Networks to prioritize conservation issues, identify appropriate strategic means of intervention and alert them on opportunities.
* Provide a supportive role to 4 County CSOs/Private Sector Networks in formulation and analysis of national and county policies, strategies and laws, and in advocacy.
* Using lessons learnt from the project, scale up activities of the networks in the 4 counties and promote their replications in other counties.
* Assist the project coordinator in production of quarterly work plans, progress reports and budgets.

**Qualifications, Experience, Skills and attributes**

* A Degree in Natural Resource Management (NRM).
* Over 3 years experience in NRM.
* Experience in working with the private sector, donors, non-governmental organizations, community-based organizations, as well as public sector.
* Knowledgeable in local and national NRM and environment matters.
* Excellent report writing and presentation skills.
* Good public relations and communication skills.
* Excellent computer skills in various computer packages (Ms. Word, Excel and Power Point).
* Good organizational and analytical skills.
* Ability to work under pressure and to meet deadlines.

The initial assignment for the two positions is two years with potential extension depending on availability of funds and satisfactory performance. If you possess the above qualities, please send your application, a one page write up on why you feel you are the most suitable person for the job and a detailed C.V., a day time telephone contact, and names and telephone contacts of three referees by **20th January 2012** **to:**

**The Executive Director,**

**The East African Wild Life Society,**

**P. O. Box 20110, 00200, Nairobi**

**Email: info@eawildlife.org**