



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

The Ministry of Tourism and Wildlife, State Department for Wildlife is implementing the project on “Advancing Human-Wildlife Conflict Management Effectiveness in Kenya through an Integrated Approach”. This is a five-year initiative under the Global Environment Fund (GEF) 8 Global Wildlife Program (GWP). The project will be implemented by Conservation International (CI) as the Global Environment Facility (GEF) accredited agency and the State Department for Wildlife as the Lead Executing Agency.

Applications are invited from suitable qualified applicants for the following posts: -

S/NO.	Advert No.	Designation	No. of Posts
1.	1/2025	Technical Lead	One (1) Post
2.	2/2025	Finance and Grants Officer	One (1) Post
3.	3/2025	Procurement Officer	One (1) Post
4.	4/2025	Environmental and Social Safeguards Officer	One (1) Post
5.	5/2025	Communications, Monitoring & Evaluation Officer	One (1) Post
6.	6/2025	Landscape Officers	Three (3) Posts
7.	7/2025	Office Assistant	One (1) Post

How to apply

Interested and qualified persons are required to make their applications by completing PSC 2 (Revised 2016) application form. The form can be downloaded from the Public Service Commission's website www.publicservice.go.ke

Duly completed application forms should be sent to:-

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

OR

Hand delivered to **National Social Security Fund (NSSF) Building, Block “A”, Eastern Wing, 21st Floor Central Registry** on or before **10th September, 2025**.

OR

Emailed to: pswildlife2018@gmail.com

NOTE

Female candidates and Persons Living With Disability (PLWD's) are encouraged to apply.

1. ADVERT NO.1/2025 - ONE (1) POSITION

Post: Technical Lead

Terms of Service: Two (2) Year Contract

The remuneration attached to this position will be a gross taxable monthly Ksh. 300,000 payable as follows:

Monthly Basic Salary: Ksh. 180,000

Monthly Allowances: Ksh. 120,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your basic monthly salary for the total number of months worked.

The Technical Lead will report to and work under the guidance and supervision of the Principal Secretary, State Department for Wildlife or a representative of the Principal Secretary.

Key Roles and Responsibilities

- a) Provide overall leadership and management to Global Wildlife Program (GWP) Global Environment Facility (GEF) 8 Kenya Project Management Unit, coordination of all project activities, monitoring progress, and driving the team toward achieving the project's strategic objectives.
- b) Provide strategic direction, resource management and supervision required to implement the project and accomplish strategic goals and objectives for achievement of the project vision.
- c) Oversee all project personnel and build local and institutional capacity, including coaching and mentoring.
- d) Direct and oversee grant implementation, ensuring that all strategic objectives are met through proper design, staffing, implementation, and quality assurance.
- e) Establish and maintain effective project reporting, evaluation, and communication systems.
- f) Evaluation of the Project and Project staff
- g) Submit timely, accurate, and professional reports that meet both GoK and donor requirements.

Requirements for Appointment

- i. Master's degree in any of the following disciplines: - Wildlife Management, Economics, Finance, Accounting, Commerce, Statistics, Business Administration, Business Management, Project Management, Natural Resources Management or equivalent qualification from a recognized institution;
- ii. Bachelor's degree from any of the following disciplines: Wildlife Management, Economics, Finance, Accounting, Commerce, Statistics, Business Administration, Business Management, Project Management, Natural Resources Management or equivalent qualification from a recognized institution;
- iii. At least six (6) cumulative years of work experience in the field related to financial management or resource mobilization;
- iv. Membership to a relevant professional body and in good standing;
- v. Certificate in leadership course from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfil the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- viii. Competence in leadership and management and a team player;
- ix. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Project's mandate

Job Specifications

- Regular travel to project sites and other locations.
- Comfortable working out of the office.
- Ability to work beyond official working hours to meet strict deadlines.

2. ADVERT NO.2/2025 - ONE (1) POSITION

Post: Finance and Grants Officer

Terms of Service: Two (2) Year Contract

The remuneration attached to this position will be a gross taxable monthly Ksh. 250,000 payable as follows:

Monthly Basic Salary: Ksh. 150,000

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 basic monthly salary for the total number of months worked.

The Finance and Grants Officer will report to and work under the guidance and supervision of the Technical Lead.

Key Roles and Responsibilities

- a) Manage contracts for the Global Wildlife Program Kenya project with strict adherence to GOK and donor requirements, project objectives, and internal policies.
- b) Prepare, review and implement contractual agreements in collaboration with legal and finance teams, ensuring that terms and conditions are clear and in line with project goals.
- c) Capacity build project staff and contractors on the technical aspects of grants and contracts management, including compliance, reporting, and financial oversight.
- d) Serve as the liaison person between the project and donor, contractors and other stakeholders.
- e) Assist in the coordination of donor visits, reporting, and audits, ensuring that all necessary documentation is provided to external reviewers and auditors in a timely and organized manner.
- f) Develop, manage, and monitor project budgets, forecasts, and financial plans.
- g) Conduct financial reviews and variance analyses, share findings with project management.
- h) Ensure compliance with GoK, CI and GEF financial regulations, policies, and reporting requirements.
- i) Coordinate the disbursement of funds to partners and contractors, ensuring that payments are made in accordance with agreed terms and project timelines.
- j) Maintain and update bank signatory lists and liaise with bank staff for project account support.
- k) Prepare specific financial journals (e.g., phone bill allocations) and support bulk transfers.
- l) In charge of Human Resource management and development in the Project

Requirements for Appointment

- i. Master's degree in any of the following disciplines: Finance, Accounting, Business Management, Business Administration, Project Management or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines: - Commerce, Finance, Business Management, Business Administration, Project Management or equivalent qualification from a recognized institution;

- iii. At least four (4) cumulative years of work experience in project management, management of grants, contracts and partnerships, preferably within the environmental or conservation sectors.
- iv. Certified Public Accountant (CPA)K by Kenya Accountants and Secretaries Examination Board (KASNEB) or any other relevant qualification from a recognized institution;
- v. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body;
- vi. Certificate in management course from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution; on Leadership and Integrity.

Job Specifications

- Regular travel to project sites and other locations.
- Comfortable working out of the office.
- Ability to work beyond official working hours to meet strict deadlines.

3. ADVERT NO.3/2025 - ONE (1) POSITION

Post: Procurement Officer

Terms of Service: Two (2) Year Contract

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

Monthly Basic Salary: Ksh. 120,000

Monthly Allowances: Ksh. 80,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your basic monthly salary for the total number of months worked.

The Procurement Officer will report to and work under the guidance and supervision of the Technical Lead.

Key Roles and Responsibilities

- a) Procurement planning and coordination by preparing, implementing and monitoring procurement plans aligned with project work plans and budgets and collaborate with program teams to forecast procurement needs and support planning.
- b) Project process management (end-to-end-cycle) through coordination of the full procurement cycle and monitoring supplier performance.
- c) Compliance & documentation to ensure procurement processes comply with internal policies and GOK and donor requirements.
- d) Vendor & Supplier Management by maintaining regular updated supplier database and preferred vendor list.
- e) Verify receipt and inspection of deliverables and accurately report, as and if required.
- f) Post-Procurement verification & payments through examination of all pending invoices to ensure accuracy and completeness and confirming that the prices and quantities match the agreed-upon terms.
- g) Logistics & administrative support by supporting the logistics and inventory function.

Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: -Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies

Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option), Marketing or equivalent qualification from a recognized institution;

- ii. At least four (4) cumulative years of work experience in procurement related field;
- iii. A valid practicing License from Kenya Institute of Supply Management;
- iv. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
- v. Certificate in management course from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Met the requirement of Chapter Six (6) of the Constitution; and

Job Specifications

- Regular travel to project sites and other locations.
- Comfortable working out of the office.
- Ability to work beyond official working hours to meet strict deadlines.

4. ADVERT NO.4/2025 - ONE (1) POSITION

Post: Environmental and Social Safeguards Officer

Terms of Service: Two (2) Year Contract

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

Monthly Basic Salary: Ksh. 120,000

Monthly Allowances: Ksh. 80,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your basic monthly salary for the total number of months worked.

The Environmental and Social Safeguards Officer will report to and work under the guidance and supervision of the Technical Lead.

Key Roles and Responsibilities

- a) Ensure compliance with all environmental, social, and gender safeguard requirements of the Global Wildlife Program.
- b) Lead the review and update of all safeguard plans, including the Stakeholder Engagement Plan, Gender Mainstreaming Plan, and Accountability and Grievance Mechanism, Indigenous People Plan and develop any other necessary safeguard assessments or plans.
- c) Incorporate good governance approach into all risk management activities and grant agreements, ensuring the meaningful inclusion of vulnerable and marginalized communities in project design and implementation.
- d) Develop and implement surveys or analyses related to environmental, social, and gender impacts.
- e) Organize and participate in raising awareness, capacity-building, and knowledge-sharing activities related to safeguards and gender for project teams, partners, and stakeholders.
- f) Collect, analyze, and manage data related to safeguard performance indicators, supporting periodic compliance monitoring and providing the necessary information to internal/external stakeholders.

Requirements for Appointment

- i. Bachelor's degree in any of the following: Environmental Science, Environmental

Conservation and Natural Resource Management, Environmental Conservation, Environmental Science and Management or a related field;

- ii. At least three (3) years of work experience in project and program design, project monitoring and evaluation, and NGO or donor funded project (s) working as an Environmental and Gender.
- iii. Proficiency in computer applications;
- iv. Met the requirement of Chapter Six (6) of the Constitution; and
- v. Environmental Impact Assessment expert certification.

Job Specifications

- Regular travel to project sites and other locations.
- Comfortable working out of the office.
- Ability to work extended work hours to meet strict project deadlines.

5. ADVERT NO.5/2025 - ONE (1) POSITION

Post: Communications, Monitoring and Evaluation Officer

Terms of Service: Two (2) Year Contract

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

Monthly Basic Salary: Ksh. 120,000

Monthly Allowances: Ksh. 80,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your basic monthly salary for the total number of months worked.

The Communications, Monitoring and Evaluation Officer will report to and work under the guidance and supervision of the Technical Lead.

Key Roles and Responsibilities

- a) Prepare communication outputs for approval, ensuring alignment with the project's conservation, restoration, and community engagement goals.
- b) Document and review feedback from communication efforts, such as media coverage or stakeholder engagement, and share results with the PM and project staff.
- c) Liaise with the media, local partners, and stakeholders to ensure smooth dissemination of information.
- d) Travel to project field sites as required by the technical lead to ensure communications on the ground align with the project's objectives and capturing field-related updates.
- e) Collaborate with the project team to ensure timely distribution of newsletters, reports, and other communication outputs to key stakeholders, ensuring transparency and engagement.
- f) Assist in preparing communication materials for audits, donor reports, and other reviews, ensuring that all aspects of communication are documented and aligned with project goals.
- g) Support training initiatives for project staff and partners, helping non-communications team members engage effectively with stakeholders, media, and community members.

Requirements for Appointment

- i. Bachelor's degree in Communications, Journalism, Public Relations, Environmental Science, or a related field.

- ii. At least 3 years' experience in communication, media relations, or public relations, with a focus on environmental or development projects.
- iii. Membership to a relevant professional body;
- iv. Proficiency in computer applications;
- v. Fulfilled the requirements of Chapter Six of the Constitution; and

Job Specifications

- Regular travel to project sites and other locations.
- Comfortable working out of the office.
- Ability to work extended work hours to meet strict project deadlines.

6. ADVERT NO.6/2025 - THREE (3) POSITIONS

Post: Landscape Officer

Terms of Service: Two (2) Year Contract

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

Monthly Basic Salary: Ksh. 120,000

Monthly Allowances: Ksh. 80,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your basic monthly salary for the total number of months worked.

The Landscape Officer will report to and work under the guidance and supervision of the Technical Lead.

Key Roles and Responsibilities

- a) Prepare and support the implementation of landscape plans and strategies for community-led conservation and Human-Wildlife Conflicts (HWC) mitigation in collaboration with conservation partners and local stakeholders.
- b) Support the design and management of wildlife corridors and habitat restoration initiatives, which are key to reducing human-wildlife conflict and fostering landscape-level conservation.
- c) Engage stakeholders to ensure integration with local land use plans, and oversee implementation of restoration and management actions aligned with broader landscape-level conservation and HWC mitigation strategies on mitigation measures within community conservancies.
- d) Prepare regular progress reports on success, challenges, and lessons learnt from landscape-level interventions on HWC strategies.
- e) Support in organising workshops and focus groups within local communities.

Requirements for Appointment

- i. Bachelor's degree OR Diploma in Environmental Conservation and Natural Resource Management, Environmental Science, Environmental Management, Community and Social Development, or related fields;
- ii. At least three (3) years of work experience in managing projects and stakeholder engagement;
- iii. Membership to a relevant professional body as an added advantage;
- iv. Proficiency in computer applications;
- v. Fulfilled the requirements of Chapter Six of the Constitution.

Job Specifications

- Regular travel to project sites and other locations.
- Comfortable working out of the office.
- Ability to work extended work hours to meet strict project deadlines.

7. ADVERT NO.7/2025 - ONE (1) POSITIONS

Post: Office Assistant

Terms of Service: Two (2) Year Contract

The remuneration attached to this position will be a gross taxable monthly Ksh. 60,000 payable as follows:

Monthly Basic Salary: Ksh. 40,000

Monthly Allowances: Ksh. 20,000

At the end of your contract term, you shall be entitled to a gratuity payment calculated at the rate of 31% of your basic monthly salary for the total number of months worked.

The Office Assistant will report to and work under the guidance and supervision of the Technical Lead.

Key Roles and Responsibilities

- a) Drafting simple letters.
- b) Maintaining the diary of the Project office.
- c) Receiving office visitors.
- d) Maintaining cleanliness of Project offices.
- e) Messengerial duties.
- f) Offering hospitality services.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) C minus and above;
- ii. Proficiency in computer applications;
- iii. Certificate in hospitality; and
- iv. Certificate in Public Relations and Customer Care will be an added advantage

Job Specifications

- Ability to work extended work hours to meet strict project deadlines.