

KENYA WILDLIFE SERVICE



VACANCIES

Kenya Wildlife Service (KWS) 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 positions at its Headquarters and field.

1.) Senior Scientist (Elephants) - Job Grade "4" (One (1) Post

Reporting to the Head Species Conservation & Management the overall responsibility will be coordination, design and implementation of all national elephant management programmes as per the National Elephant Conservation & Management Strategy. The position will also be responsible for resource mobilization to implement the National Elephant Conservation & Management Strategy

Job Requirements

- Master of Science degree with ten (10) years experience in elephant research & management or a PhD with five (5) years experience in elephant research & management
- In addition to the above must also be holder of a Bachelor of Science degree from a recognized university.
- Familiarity with Multilateral Environment Agreements relevant to Elephant Conservation
- Ten (10) years experience in a supervisory position and a certificate in management will be an added advantage.
- At least five (5) publications on elephant management research in peer reviewed journals
- Possession of valid Certificate of Good Conduct obtained from the CID.

.) Research Scientist I (Elephants) – Job Grade "5" One (1) Post

Reporting to the Senior Scientist - Elephants the overall responsibility will be coordination of implementation of Monitoring Illegal Killing of Elephants (MIKE) Programmes in various elephant range sites.

Duties and responsibilities

- Database development and maintenance
- Resource mobilization for various elephant activities.

Job Requirements

- Master of Science degree with four (4) years experience in elephant research and management,
- Must hold a Bachelor of Science degree from a recognized university,
- At least two (2) publications in peer reviewed journals on elephant research,
- Two (2) years experience in supervisory position,
- Competency in relevant IT Skills.
- Possession of valid Certificate of Good Conduct obtained from the CID.

3.) Research Scientist I (Carnivores Liaison Officer) – Job Grade "5" (1) Post

Reporting to the Senior Scientist - Other Species, the overall responsibility will be implementation of the national carnivore strategies, including resource mobilization for various activities within the national carnivore conservation and management Plans.

Job Requirements

- Master of Science degree with four (4) years experience in carnivore research and management or related discipline
- Must also be holders of a Bachelor of Science degree from a recognized University
- Two (2) years experience in a supervisory position.
- Competency in relevant IT Skills
- At least two (2) publications on carnivore related research in peer reviewed journals.
- Possession of valid Certificate of Good Conduct obtained from the CID.

4.) Research Scientist I (Conventions) – Job Grade "5" One (1) Post

Reporting to the Senior Scientist - International Conventions, the overall responsibility will be design and implementation of wildlife research projects related to Multilateral Environmental Agreements (MEAs) under KWS jurisdiction and mobilizes resources for their implementation.

Job Requirements

- Master of Science degree with four (4) years experience in MEAs,
- Must hold a Bachelor of Science degree from a recognized university
- Two (2) years experience in supervisory skills,
- Competency in relevant IT skills.
- Possession of valid Certificate of Good Conduct obtained from the CID.

.) Research Scientist I (Biodiversity Database) – Job Grade "5" One (1) Post

Reporting to the Senior Scientist - Biodiversity Information, the overall responsibility will be coordination of the biodiversity databases at KWS HQS, Field conservation areas and research stations.

Job Requirements

- Master of Science degree with at least four (4) years experience in biodiversity data management
- Must hold a Bachelor of Science degree in Computer Science from a recognized university,
- Two (2) years experience in supervisory position
- Competency in relevant database development software's.
- Possession of valid Certificate of Good Conduct obtained from the CID.

.) Research Scientist I (Biotechnology) - Job Grade "5" One (1) Post

Reporting to the Senior Scientist- Biotechnology, the overall responsibility will be undertaking research activities in Biotechnology/Bio-prospecting and implementation of approved biotechnology projects. The scientist will also be responsible for developing and managing appropriate Bio-prospecting/Biotechnology databases.

Job Requirements

- Master of Science degree with at least four (4) years experience in biotechnology,
- Must also be a holder of Bachelor of Science degree from a recognized university,
- Must have computer programming and analytical skills,
- Two (2) years experience in a supervisory position.
- Possession of valid Certificate of Good Conduct obtained from the CID.

) Veterinary Officer II – Job Grade "6" One (1) Post

Reporting to the Head of Veterinary Services, the overall responsibilities will be undertaking routine diseases surveillance and investigations, veterinary research and veterinary procedures during capture and translocation of wildlife.

Duties and responsibilities:

- Provide clinical veterinary interventions
- Respond to disease outbreaks and reported cases in the parks and reserves
- Undertake veterinary procedures during capture and translocation exercises
- Conduct veterinary research and dissemination of information
- Provide suitable environment for captive and injured animals
- Prepare timely and accurate reports

Job requirements:

- Bachelors degree in Veterinary Medicine from a recognized University
- Must be a registered member of Kenya Veterinary Board
- At least two (2) years post-qualification working experience preferably in wildlife institution
- Possession of valid Certificate of Good Conduct from the CID

8.) Research Scientist II - Veterinary – Job Grade "6" One (1) Post

Reporting to the Head of Veterinary and Capture Services, the position will be responsible for undertaking targeted veterinary research, coordinating collaborative research projects, maintaining veterinary database, and collation, analysis and dissemination through publication of all findings from data generated during veterinary and capture activities.

Job requirements:

- Master of Science degree with five (5) years experience in wildlife veterinary research
- In addition to the above must be a holder of a Bachelor of Science in Biological Sciences or Natural Resource Management
- IT skills
- Supervisory skills
- Possession of valid Certificate of Good Conduct obtained from the CID.

9.) Landscape Architect - Job Grade "6" One (1) Post – Re-advertisement

The overall responsibility for this position is planning, designing and sometimes oversight of exterior landscape of space.

Duties and responsibilities:

- Developing new or improved policy and methods for landscape planning, design and management.
- Developing new or improved theories and methods to promote environmental awareness and undertaking planning, design, restoration, management and maintenance of culture and/or historic landscapes, parks, sites and gardens.
- Planning, design, management, maintenance and monitoring functional and aesthetic layouts of built environment.
- Assist in the master planning process for new and redeveloped sites.
- Undertaking landscape assessments including environmental and visual impact assessments to prepare policies or inform new developments.
- Monitoring the realization and inspecting the construction of proposals to ensure compliance with plans, specifications of work, cost estimates and time schedules.
- Possession of valid Certificate of Good Conduct obtained from the CID. Job requirements:
- Bachelor's degree in Landscape Architecture.
- Originality – The ability to come up with unusual or clever ideas about a given topic or situation or to develop creative ways to solve a problem.
- Three (3) years of experience in professional level landscape architecture/design work with an emphasis on recreational facilities.
- Proficiency in reviewing and preparing plans and specifications.
- Knowledge of landscape design with native plant material and related landscaping materials.
- Possession of valid Certificate of Good Conduct obtained from the CID.

10.)Productivity Improvement & Quality Assurance Officer– Job Grade "5" One (1) Post

Duties and responsibilities:

- Creating and maintaining quality assurance database system
- Maintaining templates and operational standards for Service operations
- Monitoring performance through gathering data and producing statistical reports
- Carryout process mapping and facilitating development of effective process procedures and manuals
- Working with procurement staff to establish quality standards for products and services
- Assisting in the development of wildlife sector standards
- Assisting in the formulation and implementation of environment, health and safety standards
- Assisting in the automation of Quality Management System

Job Requirements

- Bachelors degree in Information Technology, Business Administration, Management Science, Engineering, Statistics, Natural Resource Management or equivalent
- Strong analytical and people management skills
- Experience in implementation and administration of Quality Assurance Metrics
- Excellent problem solving, interpersonal communication and project management skills
- Must have a desire for achieving excellence in customer satisfaction, process and

- product quality and reliability
 - Professional Qualification in ISO QMS and EMS an added advantage
 - Strong IT Skills
 - At least three (3) years relevant experience in quality assurance activities of which two (2) years should be at management position.
- Possession of valid Certificate of Good Conduct obtained from the CID

11.)Human Capital Officer – Performance Management - Job Grade "7" - One (1) Post.

Reporting to the Human Capital Manager Training & Development the overall responsibility will be to ensure continuous review, develop and manage the organization's performance management and reward systems to achieve equity and fairness in rewarding employees based on their productivity.

Duties and Responsibilities

- Implementation of performance management system for all employees in the Service
- Identifying knowledge gaps in performance management among employees and recommending training programmes to bridge the gaps.
- Overseeing the annual performance contracting exercise in liaison with the line managers and supervisors.
- Implementing performance monitoring tools for use in managing continuous performance in the workforce
- Documenting individual performance targets in the relevant IT system once the targets have been set
- Coordinating quarterly performance reviews throughout the Service and documenting the subsequent reports arising from these reviews
- Co-ordinating annual performance appraisal exercise and compiling results of the appraisal
- Co-ordination of the performance feedback and rewards after the performance appraisal exercise
- Preparing timely and accurate reports and distributing to appropriate users

Job Requirements

- Bachelor's degree in Social Sciences.
- Diploma in Human Resource Management or equivalent
- IT Skills
- Records Management and Report Writing Skills
- Possession of valid Certificate of Good Conduct obtained from the CID

12.) Library Assistant – Job Grade "9b" One (1) Post

Reporting to the Librarian, the successful candidate will be responsible for providing information to library users and up dating inventory.

Duties and responsibilities:

- Assisting the librarian in running day to day activities of the library.
- Coordinating departmental library activities within the Service as directed by the Librarian;
- Processing library information materials using Dewey Decimal Classification Scheme and AACR2 cataloguing code.
- Offering circulation services to patrons.

Job Requirements

- Diploma in Library and Information Science or equivalent
- KCSE C (with at least C in English and Kiswahili)
- At least two (2) years relevant experience
- Must have knowledge of Dewey Decimal Classification Scheme and AACR2 cataloguing code.
- IT skills
- Possession of valid Certificate of Good Conduct from the CID

13.)Accounts Assistant (Field) – Job grade "9a " Twenty One (21) Posts

Reporting to the Park or Unit Accountant, the overall responsibility will be to ensure proper accounting for expenditures and collection of revenue.

Duties and Responsibilities

- Processing payments
- Maintaining payment records
- Keeping safe custody of petty cash
- Make cash Payment on the strength of duly approved payment vouchers as per the regulations
- Check payment vouchers to ensure validity of the transactions and that payment vouchers are appropriately supported by the required documents.
- Preparing returns/reports
- Any other duties as allocated from time to time.

Job requirements

- CPA Part I or a Business degree in accounting.
- IT 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 (3) referees, to reach the undersigned not later than 26th November 2010. Only shortlisted candidates will be contacted.

**Director
Kenya Wildlife Service
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Nairobi.**