

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 vacant positions at its Headquarters and Field Stations.

(1) Building Engineer – JG “4” (One (1) Vacancy)

Reporting to the Chief Engineer Buildings, the overall responsibility for the successful candidate will be designing, drafting, supervising and maintaining all structures including buildings, foot bridges, viewing platforms and electric fences in the entire organisation, as well as community related projects (schools, dispensaries, water pans sub surface dams etc).

Duties and responsibilities

- Designing and detailing of all buildings and other related structures
- Supervising construction of all structures for integrity
- Supervising construction of sewer systems in liaison with field technical staff
- Coordinating the provision of electrical and mechanical services.
- Participating in evaluation exercises in tenders and quotations
- Preparing reports monthly, quarterly and annually for management use
- Training up-coming engineers and those on attachment
- Carrying out annual appraisals of staff

Job Requirements

- Minimum Bachelor’s Degree in Civil / Building/Structural Engineering or equivalent.
- Member of Institution of Engineers of Kenya (M.I.E.K)) and Registered Engineer with Engineers Registration Board of Kenya.
- Computer literate-Autocad.
- At least ten (10) years’ experience, three (3)of which should be on construction sites.
- Possession of valid Certificate of Good Conduct obtained from the CID.

(2) Clerk of Works – JG “7” Four (4) Vacancies on one (1) year contract agreement terms

Reporting to the Building Engineer, the overall responsibility for the successful candidate will be to ensure construction of new facilities, rehabilitation and maintenance works associated with buildings and fences are done according to the specifications and within the scheduled time frames.

Duties and responsibilities

- Keeping records of materials supplied on site.
- Ensuring the materials used are as per specifications.
- Ensuring specification required are availed in time to avoid delays
- Keeping records of weather conditions.
- Carrying out material tests.
- Approving excavations, and quality control of materials.
- Preparing work plans for all works under Building and Fence Department in the area of jurisdiction
- Ensuring that maintenance works are carried within budgetary provisions

- Coordinating provision and maintenance of water and electrical services.

Job Requirements

- Diploma in Building and Civil Engineering or Construction Technician Part III or equivalent.
- EACE Division III or KCSE Certificate – ‘C-’ and above or equivalent.
- At least eight (8) years experience, four (4) of which should have been spent on a busy construction site.
- Possession of valid Certificate of Good Conduct obtained from the CID.

(3) Molecular Biologist – Job Grade “5” (One (1) Vacancy)

Reporting to the Head of Veterinary and Capture Services (HV&CS), the successful candidate will be responsible for establishing and be in-charge of a Molecular Biology laboratory that will be based at the KWS Headquarters.

Duties and Responsibilities

- Responsible for receiving, storage and analysis of samples brought/submitted to the laboratory
- Develop primers for various species of wildlife necessary for DNA analysis
- Forensic analysis and custodian of sample bank
- Interpretation of results and presentation for prosecutorial purposes
- Data management, interpretation, presentation and report writing

Job Requirements

- MSc in Molecular Biology.
- Bachelor’s Degree in a Biological Science.
- At least three (3) years’ experience in an established molecular biology laboratory.
- Computer literate with proficiency in different statistical softwares will be an added advantage
- Possession of valid Certificate of Good Conduct obtained from the CID.

(4) Manager Guidance & Counseling – JG “4” (One (1) Vacancy)

Reporting to the Head of Human Capital, the overall responsibility for the successful candidate will be to provide guidance and counseling services to employees of the Service.

Duties and responsibilities

- Develop and review HIV/AIDS, and Guidance and Counseling policies.
- Prepare work plans and budgets.
- Coordinate sensitization of employees on HIV/AIDS, guidance and counseling programmes and workplace challenges in relation to work performance.
- Coordinate services provided by counselors to ensure effective service delivery.
- Advise and refer employees in need of guidance and counseling and ART services.
- Facilitate administrative procedures for employees to access counseling services.

- Manage outsourced counseling services across the Service.
- Network with relevant organizations and individuals to enhance professional counseling services.
- Develop and distribute Information, Education and Communication (IEC) materials.
- Supervise, appraise and develop section staff.
- Prepare HIV/AIDS Performance contract reports for submission to the relevant authorities.
- Provide advisory role in the management of absenteeism challenges, employees' personal finances, workaholism and career guidance.

Job Requirements

- Post Graduate Degree in Psychological Counseling, Social Work or its equivalent.
- Diploma in Psychology or Management of HIV/AIDS or its equivalent.
- At least three (3) years' relevant experience.
- Possession of valid Certificate of Good Conduct obtained from the CID.

(5) Sports Officer – JG “6” (One (1) Vacancy)

Reporting to the Human Capital Manager - Welfare and Planning, the overall responsibility for the successful candidate will be to plan, develop and promote sporting activities in the Service.

Duties and responsibilities

- Participate in sports policy formulation.
- Identify, train and expose sportsmen and women.
- Solicit for and coordinate technical and financial assistance.
- Coaching sportsmen and women.
- Officiating in sports activities.
- Collaborate with other relevant sports institutions and authorities.
- Identify and nurture sports talents.
- Ensure registration and certification of sporting activities.
- Mobilization of employees to participate in sports activities.

Job Requirements

- Degree in Physical Education or its equivalent
- Advanced level Certificate in coaching/officiating in relevant sports.
- Disciplines from a recognized institution.
- At least three (3) years relevant experience in the sports field.
- Demonstrated knowledge in at least four (4) sports disciplines.
- Demonstrated administrative ability and professional competence.
- Possession of valid certificate of Good Conduct obtained from the CID.

(6) Sports Assistant – JG “9a” (One (1) Vacancy)

Reporting to the Sports Officer, the overall responsibility for the successful candidate will be to oversee the day to day running of the sports office.

Duties and responsibilities

- Assist the Sports Officer in training and coaching of sportsmen and women
- Requisition sports equipment
- Marking and setting sports facilities
- Ensure equipment are in place and safe at sports grounds
- Establish and maintain sports records
- Gather sports information from the field and other relevant bodies

Job Requirements

- KCSE – Mean grade C- (minus) or equivalent.
- Certificate in coaching or officiating in a sporting discipline from a recognized institution.
- Proven participation in sports at national levels for a minimum of two (2) years.
- First Aid certificate from a recognized institution.
- 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 **26th March 2010**. Only shortlisted candidates will be contacted.

**Director
Kenya Wildlife Service
P O Box 40241 - 00100
Nairobi.**