

VACANCIES

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 positions at its Headquarters and the Field.

1. AREA ACCOUNTANT – “JG 5” (FIVE (5) POSTS)

Reporting to Area Assistant Director, the overall responsibility will be to ensure efficient and effective financial management and accounting function within the Area.

Duties and Responsibilities

- Oversee collection, timely banking and accounting for revenue within the Area
- Monitor expenditure within the Area to adhere to budgetary provisions
- Verify Area financial transactions against laid down procedures
- Ensure expenditure documents are processed as per the laid down procedures
- Ensure proper maintenance and upto date accounting records in the Area
- Co-ordinate preparation of forecast and variance analysis reports for both revenue and expenditures
- Ensure ledger reconciliations are done on a timely basis (i.e. petty cash, cash book, bank reconciliation, imprest, leave allowance, medical, VAT etc)
- Coordinate both internal and external audits in the Area
- Ensure projects are carried out as per regulations and properly accounted for
- Drive the devolution of the Sun System to all Parks in the Area
- Any other duties assigned from time to time

Job Requirements

- Bachelor of Commerce degree (Accounting Option) or equivalent
- CPA (K), must be a fully qualified Accountant and a member of ICPAK.
- IT skills which must include Sun system.
- Three (3) years experience as a Branch Accountant
- Must be ready to work in any of the KWS Conservation Areas.
- Must have high integrity.
- Be self – motivated, enthusiastic, consistent and courteous.
- Possession of valid certificate of Good Conduct obtained from the CID.

2. PRODUCT DEVELOPMENT OFFICER – “JG 6” (ONE (1) POST) – RE - ADVERTISEMENT

Reporting to the Market Research Manager, the overall responsibility for the successful candidate will be successful conceptualization, planning & development of new products.

Duties and responsibilities

- Conceptualize, design, develop, plan, implement new as well as improve on existing tourism and non-tourism products
- Recommend marketing and pricing strategies for the new products
- Carrying out market surveys to identify new opportunities
- Maintain market positioning and competitive edge
- Spearhead product diversification

Job Requirements

- Bachelors degree, preferably in Business, Marketing or Tourism
- Diploma in Marketing from a recognized institution
- Two (2) years experience in marketing research, sales forecasting, promotional planning and product development
- ICT skills
- Possession of valid certificate of Good Conduct obtained from the CID

3. CATERING SUPERVISOR – KWSTI Naivasha – “JG 8” (ONE (1) POST)

Reporting to the Hospitality Officer, the overall responsibility will be to provide quality and affordable catering services at the Institute.

Duties and Responsibilities

- Design and implement efficient and effective catering methods in the kitchen, dining hall or guest house
- Supervise, appraise and ensure appropriate training of personnel
- Advice on ways of improving catering services
- Plan and cost menus
- Control foodstuff stock and requisition for any additional purchases
- Prepare timely reports
- Perform any other duties as may be assigned from time to time

Job Requirements

- Diploma in Catering and Institutional Management or equivalent from a recognized institution
- At least three (3) years working experience in a reputable Institution/Hotel Industry
- Good interpersonal and communication skills
- Supervisory skills
- IT Skills will be an added advantage

HOSTEL SUPERVISOR – KWSTI Naivasha – “JG 8” (ONE (1) POST)

Reporting to the Hospitality Officer, the overall responsibility will be to provide hostel services to ensure comfort of visitors at the Institute.

Duties and Responsibilities

- Ensure hostels and linen are clean
- Facilitate procurement/supply of items for use in the hostels and maintaining up date records
- Ensure checking in and departure of visitors is properly handled
- Ensure security of property in hostels
- Prepare reports
- Perform any other duties that may be assigned from time to time

Job Requirements

- Diploma in Institutional Management or equivalent from a recognized institution
- At least three (3) years working experience in a reputable Institution/Hotel Industry
- Good interpersonal and communication skills
- Supervisory skills
- IT Skills will be an added advantage

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 June, 2010** Only shortlisted candidates will be contacted.

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