



for a living planet®

WWF-Kenya, is seeking to recruit a highly qualified and competent individual to fill the role below:

(CKP PROGRAMME MANAGER)

The Coastal Kenya Programme Manager will provide leadership in the coordination and implementation of conservation programmes in Coastal Kenya region in line with WWF-Kenya Strategic Plan to deliver high impact conservation results in the face of surging large-scale developments.

This will require major Programme re-organization towards enhanced integration, basket fundraising, shift from project to programme approach, sustainably exiting from traditional conservation work and directing more focus and effort to new initiatives e.g. influencing large-scale developments (LAPSSET, commercial mining, bio prospecting for hydrocarbons, large-scale irrigational agriculture etc.), Blue Economy and sustainable fisheries initiatives among others.

RESPONSIBILITIES

Programmes Development and Implementation

- Participates in the development of WWF-Kenya conservation strategy and programmes;
- Ensures successful implementation of conservation programmes and activities in line with WWF-Kenya's Strategic Plan and the Coast Kenya Programme (CKP) Action Plan;
- Influences key large-scale developments with key partners towards a sustainable pathway;
- Provides programmatic support and technical advice to programme & project teams and field staff in project planning, monitoring and evaluation including grant management;
- Promotes a programmatic approach at the CKP region which incorporates relevant sectors and stakeholders with potential to attract multi-donor (basket) and multi-year funding;
- Facilitates site-based costs and benefits sharing by local communities in selected sites through Participatory Forest Management schemes (among others) at project sites;
- Leads in the assessments and reporting of progress against strategic goals/objectives relating to conservation programme implementation and action plans including quality assurance, capacity building and conservation innovations;
- Directly supports and contributes to WWF performance monitoring systems at Office and Network level;
- Offers effective supervision including mentoring and performance management of staff under the Coastal Kenya Programme;
- Prepares and presents periodic technical reports on the progress of implementation of conservation programmes and project activities including timely donor reporting in coastal Kenya region.

Partnerships, Collaboration & linkages

- Identifies and pursues strategic collaborations and partnerships with governments, civil society organizations, WWF stakeholders and professional bodies in advancing

conservation interests and goals in line with WWF-Kenya's collaboration and partnership policy framework and strategy.

- Initiates and/or develops strategic conservation and research alliances between WWF-Kenya, WWF Network and other NOs in order to advance conservation goals;
- Promotes cross programmes and projects linkages and synergy in order for shared learning, team-work and to develop necessary capacity for greater conservation impact;
- Participates in knowledge management through conservation research, publication, contribution to WWF-Kenya Annual Report, periodic media briefs, newsletters and dissemination of scientific research including representing WWF-Kenya in national, regional and international conservation platforms;
- Champions the domestication of relevant national and regional policy instruments at local level in coastal Kenya region;
- Facilitates cross-border initiatives where relevant, in consultation with the Director Conservation Programmes;

Management of Resources and Budgets

- Develops bankable conservation proposals as part of the wider resource mobilization strategy;
- In consultation with the finance team, develops a cost-effective budget, schedule and tracks conservation programmes to ensure compliance;
- Ensures prudent management and safety of conservation assets and resources in coastal Kenya programme;

Leadership and People Management

- Supervises all programme and field staff in the coastal Kenya programme;
- Coordinates setting of programme work plans and staff performance targets and undertakes periodic performance appraisal for programmes staff in the designated region;
- Liaises with Human Resource function in carrying out staff training needs assessments and recommends training programs to address performance gaps and for continuous learning;
- Maintains staff discipline and ensures effective handling of staff grievances in consultation with HR function and disciplinary committee;
- Perform any other duties as may be assigned.

Key Skills/ Competencies

- Program development and management skills;
- Leadership and people management skills;
- Problem solving and conflict management skills;
- Technical report writing and proposal development skills;
- Organizational and communication skills;
- Negotiation and contract management skills;
- Good interpersonal skills with the ability to network and to develop and maintain strong relationships at all levels;
- Financial management skills;
- Policy formulation and review skills;
- Demonstrated ability to conceptualize, plan and implement strategic initiatives within the context of conservation, natural resource management, international development, and/or other related fields.

Experience

- Seven years of experience at management level in conservation, natural resource management, environmental science, marine science / forestry / freshwater / terrestrial ecology or related field

Academic Qualifications

- An MSc degree in conservation, natural resource management, environmental science, marine science / forestry / freshwater / terrestrial ecology or related field. A PhD in the relevant field will be an added advantage;
- Advanced certificate in Management or extensive training in leadership development programmes.

Interested candidates who meet the above requirements should email a cover letter and CV with '**CKP-Programme Manager**' on the subject line to the HR Manager, WWF-Kenya hresource@wwfkenya.org not later 21st July 2017.

Kindly note only shortlisted persons will be contacted.

WWF is an equal opportunity employer and committed to having a diverse workforce.