



*for a living planet®*

WWF-Kenya, is seeking to recruit a:

### **DESIGN & IMPACT MANAGER**

The DI Manager will work on a full time basis under the direction of the Conservation Director (CD) – WWF-Kenya (and reporting directly to the Technical Services Manager) towards effective implementation of WWF-Kenya Strategic Plan. The incumbent will play a major role in providing technical support to the Conservation and Operations Programmes in tracking conservation delivery using the Dashboard and appropriate M&E tools and processes, and building capacity for M&E among field projects' staff. S/he will be expected to assist Project Managers in ensuring sound project planning, monitoring and evaluation of progress and technical reporting.

The DI Manager will provide technical support to the functions of WWF-Kenya departments so as to ensure the development and implementation of the Organizational Strategic Plan to the highest standards, particularly;

- a. **Monitoring** – Take lead in the design and implementation of a monitoring framework to track delivery against WWF-K goals and objectives.
- b. **Evaluation** – Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement. In addition, facilitate evaluations of WWF-K activities especially external evaluations to determine impact.
- c. **Reporting** - Provide regularly updated reports to the CD and Departmental Heads on the status of implementation against WWF-Kenya goals and objectives. Additionally, the incumbent will work with Project Managers to ensure timely and quality technical reports as per WWF network standards and donor requirements.
- d. **Knowledge management** - Facilitate continuous and collaborative learning within WWF-Kenya based on key data from the performance management system.

### **ROLES AND RESPONSIBILITIES**

- Leads the development of a comprehensive MEL Plan and System for WWF-Kenya;
- Ensures that all programmes and project adheres to the WWF Network Programme and Projects Management Standards (PPMS);
- Establishes effective knowledge management mechanisms including documentation of baselines, impacts;

- Take charge of collating and synthesizing information, updating the monitoring matrix and other monitoring tools in place for both conservation and operational objectives;
  - Assist the CD in tracking, consolidating and uploading/forwarding of project technical progress reports to WWF International, web-based repositories and/or the relevant National Organizations and donors;
  - Working closely with Departmental Heads, provide backstopping and guidance in the performance of the Organizational Strategic Plan;
  - Assist the Programme Managers in providing support to project evaluations and consultancies;
  - Prepares relevant technical briefing papers and status updates to the WWF-Kenya Senior Management Team (SMT);
  - Synthesizing strategic reports aligned to the Strategic Plan for presentation to the Board through relevant Departmental Heads;
  - Take lead in MEL capacity building activities for WWF - Kenya Project staff, including WWF Network Standards trainings;
  - In liaison with the WWF-Kenya Communications Manager, compile news and produce conservation communication materials to promote the Organization's brand;
  - Convene and facilitate learning events for WWF-Kenya staff to strengthen implementation delivery and capturing of best practices;
- Perform other relevant duties as requested by the CD or the Executive Director

### **KEY QUALIFICATIONS**

- University degree with at least MSc level in an appropriate field of management or natural sciences (conservation, environment, natural resource management, marine, forest, freshwater, terrestrial ecology, animal sciences);
- Professional training in Monitoring and Evaluation;
- At least 7 years professional experience in project/programme design implementation and M&E.

### **KEY COMPETENCIES**

- Experience with practical development and implementation of natural resource management and related result-based management oriented monitoring system;
- Knowledge of programme design (situation/context analysis, conceptual models, theories of change), monitoring and evaluation;
- Good management and coordination skills as well as experience in technical project implementation;
- Excellent interpersonal and communication skills with the ability to network and to develop and maintain strong relationships with field staff;

- Possession of strong organizational, reporting and analytical skills;
- Setting high goals for personal and group accomplishment; using measurement methods to monitor progress towards goal attainment; tenaciously working to meet or exceed those goals;
- A working knowledge of financial management, especially of projects;
- Knowledge in use of data management and analysis software e.g. SPSS, EpiInfo, STATA;
- Adaptable, flexible, able to take initiative and prioritize among competing demands;
- Experience and skills in training and transfer of knowledge;
- Willingness to participate in field activities/surveys and travel to remote areas of Kenya;
- Adherence to WWF-K values: *Credible, Responsive, Innovative, Determined, Inspiring, Collaborative*.

Interested candidates who meet the above requirements should email a cover letter and CV with **“Design & Impact Manager”** on the subject line to the POD Manager, WWF-Kenya - [hresource@wwfkenya.org](mailto:hresource@wwfkenya.org) not later than 4<sup>th</sup> November 2016.

***Kindly note that only shortlisted persons will be contacted.***

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