



JOB DESCRIPTION

Position title:	Technical Services Manager
Reports to:	Director Conservation Programmes, WWF Kenya
Supervises:	Technical/cross-cutting services i.e. Geographical Information Systems, Spatial Planning, Programme Development, Socio-economics and Hydrological Services
Job Grade:	TBA
Location:	Nairobi, Kenya

Major function:

Working as the substantive assistant to the Director Conservation Programmes, advise on the implementation of WWF Kenya's Conservation Strategy and provide leadership/oversee the effective management and coordination of technical/cross-cutting services i.e. Geographical Information Systems, Spatial Planning, Programme Development, Socio-economics and Hydrological Services (among others) to support conservation initiatives.

Roles and responsibilities:

- Promotes the vision and objectives of the WWF Kenya Conservation Strategy to government, donor, civil society, corporate, and WWF stakeholders at national and international level meetings, conferences, and fora;
- Works closely with the Director Conservation Programmes and the Heads of other Departments in order to ensure the smooth functioning of all aspects of the Country Programme;
- Ensures strategic engagement with relevant international and national stakeholders on conservation and technical issues, including strong engagement on policy issues;
- Works in close collaboration with Programme Managers and partners to deliver high impact conservation achievements;
- Coordinates continued evaluation and appraisal of current conservation portfolio; identify priorities and recommend opportunities for upscaling and/or replication;
- Ensures continuous assessment of the effectiveness of the existing programmes and project designs/structures, methodology, planning and budgeting processes and make recommendations for future project implementation/design;
- Facilitates the development of programme proposals with fully costed budgets, work plans implementation plans including design analysis and appraisal;



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- Ensures strong linkages and harmony across programmes for effective delivery of the WWF Kenya Conservation Strategy;
- Advises the Director Conservation Programmes on the promotion and safeguarding of the WWF Kenya Brand from a conservation perspective.

Experience:

- Proven leadership and team management skills;
- Skilled in negotiation, liaison and conflict management;
- Strong and established experience in programme development and implementation, and experience working with donors at different levels;
- Strong organisational and analytical skills;
- Strong vocational interest in nature conservation;
- A working knowledge of financial management, especially of projects;
- Excellent inter-personal skills, with the ability to network and to develop and maintain strong relationships at all levels, both internally and with local communities, government agencies, the not-for-profit sector, the scientific community, the business community, and the WWF Network;
- Adaptable, flexible, able to take initiative and prioritize among competing demands

Qualifications:

- Minimum 7 years' experience in programme design and management or development work;
- MA/MSc in Project Management, Natural Resource management, Development Studies or related fields. An undergraduate degree with relevant demonstrated experience may be considered;

Supervisory Responsibilities

Will supervise Technical/cross-cutting services i.e. Geographical Information Systems, Spatial Planning, Programme Development, Socio-economics and Hydrological Services (among others) and under the direction of the Director Conservation Programmes have oversight role over Programme Managers;

Working Relationships

Internal: interacts with the WWF Kenya SMT, other Heads of Departments/Programmes and WWF staff on a daily basis, and as required coordinates and interacts with the Coastal East Africa (CEA) NI team, and WWF-ROA, WWF International, and other WWF Network staff.

External: Interacts with national governmental institutions, non - governmental organizations, academic institutions, the media, donors, specialists/consultants, and other stakeholders, in collaboration with Director Conservation Programmes.