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JOB DESCRIPTION

Position title:	Conservation Director, WWF Kenya
Reports to:	Chief Executive Officer
Supervises:	Policy, Research and Innovation Manager Conservation Programme Managers/Programme Coordinators Design and Impact Manager Regional Sustainable Investments Manager
Date:	March 2018
Grade:	TBA
Location:	Nairobi

I. Mission of the Department: To lead, oversee and coordinate WWF Kenya's conservation efforts in Kenya by defining WWF Kenya's conservation priorities, linking it with global conservation outcomes, monitoring progress and assessing impact. To help the WWF Kenya Office grow in strength and influence by supporting in the development and implementation of strongly defined and engaging campaign strategies.

II. Major Functions: Under the supervision of the CEO, you will ensure that WWF Kenya will deliver conservation impact at scale and reach the agreed level of conservation performance measured by KPI's. Streamline business processes and procedures and ensure effective implementation of all adopted conservation policies and standards, application of best practices, and meeting programme reporting requirements. Oversee and give strategic direction to the Conservation division.

III. Main Duties and Responsibilities:

- Work with the CEO and the Senior Management Team to develop and implement a consistent approach to strategy development and drive WWF Kenya forward.
- Define the strategic direction of the Conservation department and oversee implementation of the conservation activities working with Government, Civil Society, Business and Partners.
- Establish, implement and oversee monitoring of conservation programmes and priorities in line with strategic plans which demonstrate our conservation targets.
- Work with the CEO and Senior Management Team to develop and implement funding strategies to support WWF Kenya's conservation programmes.
- Maintain and deliver a plan and budget for the delivery of the conservation programmes in line with strategic plans.
- Develop, establish and build strong enduring relationships with WWF Kenya's community of partners, staff, Board and supporters to strengthen interaction, creativity and conservation results.
- Inspire, motivate, empower, develop and provide training for the Conservation team.

- Direct conservation activities, and monitor effectiveness of Conservation team who in turn coordinate priorities and activities.
- Participates and takes up conservation policy level engagement as necessary to influence change at all levels.
- Ensuring all programmes have effective conservation plans, deliver impact at scale and are effectively contributing to relevant priorities.
- Ensure continuous and coherent flow of conservation project information internally and externally, as appropriate, to help promote smooth and timely implementation of conservation programme objectives.
- Oversee all Conservation team processes and ensure that projects, plans and procedures are in place to support them.
- Oversee the development, integration and implementation of all conservation projects.
- Support Proposal Development in attracting funding opportunities for Conservation initiatives to ensure that the development of our most promising initiatives benefits from latest thinking on Conservation strategy development.
- Facilitates and coordinates a consistent and effective approach that promotes innovation across programmes and projects run by WWF Kenya.
- Establish a network of influence with key organisations and individuals in the Country to influence and inform National policy and decision-making.
- Ensure that WWF Kenya has established solid baselines and SMART indicators for their biodiversity targets and footprint objectives at programme and project levels.
- Leads on conducting conservation audits and evaluations as required and ensuring timely and effective implementation of all recommendations.
- Set annual conservation division budgets and ensure effective management of agreed budgets in line with WWF Kenya's procedures.

IV. Profile:

Required Qualifications

- Advanced degree (masters or higher) in Biology, Natural Resources, Environment, Ecology, Social Science or related discipline.
- At least 10 years of experience in conservation planning and programme design, M&E, audits and evaluations both at the conceptual and practical level.
- 7 years' post-graduate professional direct experience in relation to environment, development, conservation or sustainability.
- At least 5 years in a senior conservation leadership role.
- Experience in non-profit or environmental organization and knowledge of the WWF Network an advantage.
- Experience of securing funding for projects and conservation activities.

Required Skills and Competencies

- Experience of working in an international and/or inter-cultural environment, with NGO experience an advantage.
- Demonstrated evidence of a strong strategic and analytical mind-set.
- Effective working in teams to achieve a common objective.
- Excellent communication skills, including fluent spoken and written English.
- Strong interpersonal skills, a networker who is good at building relationships.
- Solutions-oriented with effective problem-solving abilities.
- Ability to manage multiple projects and remote teams against tight deadlines.
- Strong people management and leadership skills with a high degree of accountability.
- Excellent practical and theoretical knowledge of conservation planning at the field and programme level, monitoring and evaluations and all essential tools and best practices required.
- Ability to interact with and influence senior management team, WWF Kenya Board and relevant staff in different functional areas in a positive manner.

- Ability to think flexibly and creatively while driving change and high performance.
- Decisive, proactive, collaborative and an excellent communicator.
- Passion and commitment for conservation and sustainable development.

V. Working Relationships:

Internal – Works closely with Senior Management Team members and WWF Kenya board. Manages the life cycle of conservation team members within established frameworks and frequently interacts with other WWF Kenya team members.

External – Relevant Government institutions, Environmental advocacy groups, Donors, NGOs in the conservation/development sector and other partner organizations, as appropriate.

This Job description covers the main tasks. In addition to the duties and responsibilities listed, the post holder is required to perform any other duties which may be assigned by the Chief Executive Officer from time to time according to the Organizational needs.

Approved by: _____

Date: _____

Accepted by: _____

Date: _____