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WWF-Kenya, is seeking to recruit a:

**Programme Manager Species
(To be based in Nairobi)**

Reporting to Conservation Director, the Programme Manager - Species will be responsible for ensuring the strategic development and implementation of species conservation work in the country in line with the Kenya Strategic Plan, Country Species Strategies and Network Species Action Plans.

The incumbent will have the following key roles:

- Participates in the development of WWF Kenya conservation strategy and programmes;
- Ensures successful implementation of the Species Conservation Programme and activities in line with WWF Kenya's Strategic Plan, and action plans;
- Provides programmatic support and technical advice to project teams and field staff ;
- Ensure the Programme has a national focus, which incorporates relevant sectors and stakeholders with potential to attract multi-donor (basket) and multi-year funding;
- Facilitate site based Conservation costs and benefits sharing by local communities;
- Leads in the assessments and reporting of progress against strategic goals;
- Directly supports and contributes to WWF performance monitoring systems;
- Prepares and presents periodic technical reports on the progress of implementation;
- Identifies and pursues strategic collaborations and partnerships;
- Initiates and/or develops strategic conservation and research alliances between WWF Kenya, WWF Network and other actors;
- Promotes cross programmes and projects linkages and synergy;
- Participates in knowledge management;
- Champions the domestication of relevant national, regional and international policy
- Facilitates cross-border species conservation initiatives;
- Develops bankable conservation proposals as part of the wider resource mobilization strategy;
- Develops a cost-effective budget, schedule and tracks programme finances;
- Supervises all species programme staff including field staff.

The prospective candidate should possess:

- At least a masters university degree in Natural Resource/Environmental Management, Project Management, Biology, Ecology, Zoology, Botany or related field;
- At least 7 years' experience in a similar position;
- Technical proficiency in conservation and integrated natural resource management;
- Strong communication skills (good team leader/player with strong interpersonal skills);
- Program development and management skills;
- Negotiation and contract management skills;
- Financial management skills;
- Policy formulation and review skills;
- Demonstrated ability to conceptualize, plan and implement strategic initiatives.

Interested candidates who meet the above requirements should email a cover letter and CV with '**Programme Manager Species**' on the subject line to the POD Manager, WWF-Kenya - hresource@wwfkenya.org not later than 31st August 2016

Kindly note that only shortlisted persons will be contacted.

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

JOB DESCRIPTION

Position title: Programme Manager - Species

Reports to: Conservation Director

Supervises: All Species Programme staff

Location: Nairobi

I. Mission of the Department: To ensure the strategic development and implementation of species conservation work in the country in line with the Kenya Strategic Plan, Country Species Strategies and Network Species Action Plans.

II. Key functions and responsibilities

Programmes Development and Implementation

- Participates in the development of WWF Kenya conservation strategy and programmes;
- Ensures successful implementation of the Species Conservation Programme and activities in line with WWF Kenya's Strategic Plan, and action plans;
- Provides programmatic support and technical advice to project teams and field staff in project planning, monitoring and evaluation including grant management;
- Ensure the Programme has a national focus, which incorporates relevant sectors and stakeholders with potential to attract multi-donor (basket) and multi-year funding for greater impact;
- Facilitate site based Conservation costs and benefits sharing by local communities in selected sites through Participatory Wildlife Management schemes e.g, Conservancies;
- Leads in the assessments and reporting of progress against strategic goals 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 i.e. APMS, SPMS and Dashboard;
- Prepares and presents periodic technical reports on the progress of implementation of conservation programmes and project activities including timely donor reporting in the Programme.

Partnerships, Collaboration & linkages

- Identifies and pursues strategic collaborations and partnerships with governments, County Governments on species conservation matters?, 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 to develop conservation capacity and enhance impact;
- Participates in knowledge management through conservation research, publication and dissemination of scientific research including representing WWF Kenya in national, regional and international conservation platforms;
- Champions the domestication of relevant national, regional and international policy instruments relevant to the Programme;
- Facilitates cross-border species conservation initiatives where relevant, in consultation with the Conservation Director.

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 programme finances to ensure compliance;
- Ensures prudent management and safety of conservation assets and resources.

Leadership and People Management

- Supervises all species programme staff including field staff;
- 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;
- 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.

III. Key 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.

IV. Profile

Required Qualifications

- Holder of at least masters university degree in Natural Resource/Environmental Management, Project Management, Biology, Ecology, Zoology, Botany or related field.

- At least 7 years' experience in a similar position.
- Technical proficiency in conservation and integrated natural resource management.
- Strong communication skills (written/oral), good team leader/player with strong interpersonal skills.
- Excellent knowledge of Kiswahili and local cultures are added advantages.
- Clean driving license (minimum Class E), with at least 3 years driving experience.

V. Working Relationships

Internal: Interacts with the project staff and partners on a daily basis, and as required coordinates and interacts with the Conservation Director, ROA teams,, WWF International and other WWF Network staff.

External: Interacts with national government, county government non-governmental organisations, academic institutions, donors, specialists/consultants, and other stakeholders, in collaboration with the WWF Kenya Conservation Director.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.