



for a living planet[®]

WWF- The global conservation organization, Kenya Office (WWF Kenya), is seeking to recruit:

Change Manager (5 Months)

WWF in Kenya is one of the six offices globally proposed to grow into stronger national organization as part of the WWF Network Truly Global process. This strengthening and empowerment, is supposed to reposition WWF in Kenya to strategically address the increasing environmental challenges during a time of anticipated economic growth fueled largely by extractives (oil, gas and minerals) that coincidentally overlap with places of high biodiversity significance. This has necessitated review of our conservation focus and strategy; and operations to increase efficiency and effectiveness to improve the delivery of impact-driven conservation results. A new Strategic Plan has been produced as part of this critical change process and its successful implementation will be critical in delivering the desired transformative conservation change.

A Change Manager is required to support the Senior Management Team and internal change team to deliver on this change with clearly articulated milestones and timelines.

Roles & Responsibilities:

- Develop the TOR for the Change team and provide required support to deliver on the transition plan.
- Review the proposed Change Plan and develop a structured approach for its implementation. The Change Plan will require a phased implementation over two years and will include transitioning processes, changes to organisational governance and requisite organizational capacity to deliver on this change.
- Review the recommendations of the job evaluation report and engage with the relevant authority to implement the recommended structure matching the current workforce to the approved job roles and where necessary initiate the external recruitment process.
- Conduct readiness assessments (including changes to processes, systems & technology) and make recommendations
- Develop and facilitate team building activities that foster greater cohesion and acceptance of the new strategic plan
- Communicate regularly and effectively with internal and external stakeholders by providing regular updates on the change management process
- Develop a detailed monitoring and evaluation process for the transition plan to ensure learning at the strategic and operational levels and appropriate adaptive management
- Monitor and measure Key Performance Indicators (KPIs) affected by change, identifying change impact and what it will mean for the organization.

Person Specifications:

- Must have an advanced degree in HR or relevant field with post graduate certification.
- 10 years of experience of which 5 should be in organizational change management, strategic planning & visioning.
- Must possess proven influencing skills and ability to constructively challenge ideas, navigate complex issues with excellent communication, written, presentation and facilitation skills

- Must be able to work effectively and maintain strong working relationships at all levels of the organization, vertically and horizontally; and demonstrate strong analytic and decision making abilities.
- Ability to influence and align others and move toward a common vision or goal.
- Must be team player with strong interpersonal skills, outgoing personality, and ability to work independently and effectively under pressure and on strict deadlines and in a multi-cultural setting

Interested candidates who meet the above requirements should email a cover letter and 2 page CV with the **Change Manager**, on the subject line to the Senior People Organisation Development Officer (Snr. POD), WWF-KCO - HResource@wwfkenya.org not later than 8th February 2015. For a complete Terms of Reference, kindly visit www.panda.org/kenya

Kindly note that only shortlisted persons will be contacted.

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