



EXTERNAL ADVERTISEMENT

The Wildlife Research and Training Institute (WRTI) is a State Corporation established under Section 50 of the Wildlife Conservation and Management Act, 2013 with the mandate to coordinate and undertake wildlife research and training in Kenya. The Institute seeks to recruit dynamic, innovative and experienced individuals to fill the following vacant positions at its Headquarters in Naivasha and field research centers: -

I. HEAD SUPPLY CHAIN MANAGEMENT, JOB GRADE WRTI 3: ONE (1) POST– ADVERT REF: NO. WRTI/01/2023

a) Job Purpose

Reporting to the Director/CEO, the position is responsible for supply chain management functions in the Institute.

b) Duties and Responsibility

Duties and Responsibilities will entail: -

- (i) Developing and coordinating the preparation of annual procurement and disposal plans and their implementation;
- (ii) Coordinating procurement and disposal activities in the institute;
- (iii) Preparing contract documents for goods, works and services;
- (iv) Custodian of contract documents;
- (v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets;
- (vii) Coordinating disposal of assets activities;
- (viii) Providing professional advice on procurement of goods, works and services and disposal of assets;
- (ix) Preparing statutory reports to PPRA; and
- (x) Reviewing procurement needs of the Institute.

c) Qualifications and Experience

For appointment to this grade, a candidate must have: -

- (i) At least ten (10) years' relevant work experience three (3) of which must have been at management level;
- (ii) Bachelors Degree in Procurement, Purchasing, logistics, Business Administration (Supplies Management Option), Commerce, Economics or its equivalent qualification from a recognized institution;
- (iii) Masters Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- (iv) Diploma in Supplies Management or its equivalent qualification from a recognized institution;
- (v) Have a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Membership to professional body either KISM or CIPS in good standing;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated results in work performance; and
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution.

II. HEAD HOSPITALITY AND ENTERPRISE DEVELOPMENT, JOB GRADE WRTI 3 - ONE (1) POSITION– ADVERT REF: NO. WRTI/02/2023

a) Job Purpose

Reporting to the Deputy Director Corporate Services, the position is responsible for providing an oversight role over the planning, preparation and service of food and accommodation to students and guests at the Institute

b) Duties and Responsibility

Duties and responsibilities will entail: -

- (i) Developing, implementing and reviewing hospitality services and business enterprise policies, systems, regulations, procedures, strategies and programmes;
- (ii) Developing and implementing hospitality and marketing strategies/plans;
- (iii) Facilitating branding and advertisement of the Institute's services and products;
- (iv) Costing the Institute's products and services;

- (v) Facilitating maintenance of hospitality facilities and standards;
- (vi) Promoting the Institute's resource base through business enterprise and development for financial sustainability;
- (vii) Developing and disseminating information on hospitality services and other products to customers and other stakeholders;
- (viii) Conducting surveys, studies and research on hospitality services best practices for enhanced service delivery;
- (ix) Undertaking customer satisfaction survey on hospitality services and implement its findings to enhance service delivery;
- (x) Monitoring and evaluating hospitality service provision;
- (xi) Identifying and tapping potential revenue streams for the Institute;
- (xii) Promoting partnership and collaboration with donors and other stakeholders to support the development and provision of quality hospitality services.
- (xiii) Analysing business development and hospitality reports for decision making; and
- (xiv) Staff performance management, training and development.

c) Qualifications and Experience

For appointment to this grade, a candidate must have:

- I. At least ten (10) years' relevant work experience three (3) of which must have been at management level;
- II. Bachelor's Degree in any of the following disciplines: Commerce (Accounting or Finance Option), Marketing, Finance, Economics, Business Administration/Management, Actuarial Science or equivalent qualifications from a recognized institution;
- III. Master's Degree in any of the following disciplines: - Economics, Business Administration/Management, Marketing or equivalent qualifications from a recognized institution;
- IV. Membership to a relevant professional body in good standing where applicable;
- V. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- VI. Proficiency in computer application skills;
- VII. Demonstrated professional competence and administrative capability in work performance and results; and
- VIII. Fulfilled the requirements of Chapter six (6) of the Constitution.

III. HEAD FINANCE AND ACCOUNTS, JOB GRADE WRTI 3 - ONE (1) POSITION– ADVERT REF: NO. WRTI/03/2023

a. Job Purpose

Reporting to the Deputy Director Corporate Services, the position is responsible for overseeing the finance and accounting functions of the institute as guided by PFM Act 2012 and its regulations. The position is also responsible of timely and accurate preparation of accounting and financial management information necessary to meet internal, statutory and donor reporting requirements for control and accountability and efficient and effective use of resources allocated for Wildlife Research and Training.

b. Duties and Responsibility

The Duties and Responsibilities will entail: -

- I. Supervise financial and accounting functions to ensure efficiency as stipulated in the service charter, guidelines and legislation's framework provided.
- II. Coordinate the preparation of yearly budget for the institution for resource allocation to achieve targets in performance contract, annual work plan, annual procurement plans and strategic plan.
- III. Oversee the preparation of monthly, quarterly and yearly financial statements and reports in accordance with statutory and organizational deadlines.
- IV. Oversee performance appraisals and other staff management responsibilities with relevant Institute policies and procedures
- V. Coordinate budget and annual work plan preparation for the department to help achieve departmental objectives.
- VI. Oversee the formulation of financial policies and procedures and guide on relevant financial laws and regulations to ensure that they are adhered to.
- VII. Ensure the Institute's liquidity position is appropriate and liaise with the Parent Ministry and Treasury for release of allocated Capitation, research and development funds.
- VIII. Lead team undertaking a full range of financial activities to several divisions and departments to ensure seamless flow of service delivery.
- IX. Oversee the development of short term, medium- and long-term revenue and expenditure framework.
- X. Steer preparation of budget utilization reports;
- XI. Manage accounts payables and receivables;
- XII. Cash flow management;
- XIII. Guide, development and implementation to ensure compliance with internal financial and accounting policies and procedures;
- XIV. Undertake financial and accounting management;
- XV. Design, monitor and supervise the implementation of internal controls to safeguard the property and assets of the institute.

- XVI. Coordinate financial audits and ensure implementation of financial recommendations.
- XVII. Interpret government legislation and other regulatory directives relating to finance matters and ensure that any necessary measures required to comply with these are implemented.
- XVIII. Provide leadership and mentorship in the finance department through trainings, workshops, conferences, short refresher courses.
- XIX. Supervise the completion and submission of various grants and other returns in accordance with prescribed deadlines
- XX. Review financial reports for submission to the management and Board of Directors to inform them on the financial position of the Institute to help with decision making
- XXI. Facilitate coordination of Internal and external audits and projects specific audits and ensure implementation of audit recommendations
- XXII. Participate in international and national seminars, workshops and conferences
- XXIII. Set performance target for the department with the deputy director

c). Qualifications and Experience

For appointment to this grade, a candidate must have:

- (i) At least ten (10) years' relevant work experience three (3) of which must have been at management level;
- (ii) Bachelor's Degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent from a recognized Institution;
- (iii) Masters Degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent from a recognized Institution;
- (iv) CPA (K) or its equivalent qualification from a recognized Institution;
- (v) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- (vi) Management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated competence in work performance; and
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution

IV. ASSISTANT CIVIL ENGINEER - JOB GRADE WRTI/6 - ONE (1) POSITION– ADVERT REF: NO. WRTI/04/2023

a) Job Purpose

Reporting to the Head Human Resource and Administration, the position will be responsible for assisting in implementation of general maintenance and execution of infrastructure in accordance with specified schedules in the Institute

b) Duties and Responsibility

Duties and responsibilities will entail:

- (i) Supervise contract management for outsourced building contracts
- (ii) Review Contractors' and Consultant's interim payment applications.
- (iii) Prepare condition and inventory survey reports for building & fences contracts.
- (iv) Prepare quotations for building and fences maintenance services
- (v) Provide timely accurate reports
- (vi) Coordinate the collections of data for building design and engineering investigation for periodic maintenance and construction work.
- (vii) Take measurement and estimates quantities of works for preparation of payment certificates
- (viii) Assess quality control quality of construction works and materials.
- (ix) Prepare annual work plans and budget for the building and fence maintenance within the Institute based the outcome annual inventory and condition surveys.
- (x) Coordinate annual inventory and condition survey for preparation of annual work plans and budget for the building and fence management.
- (xi) Assist with the development of the preventive maintenance plan.
- (xii) Comply with Workplace Safety and Health (WSH) policies, procedures and regulations when carrying out work.
- (xiii) Control project quality to ensure project objectives are met.
- (xiv) Coordinate repair and maintenance functions.
- (xv) Plan the implementation of projects by determining specifications, installation schedules and planning shutdowns.
- (xvi) Prepare purchase documentation for resources.
- (xvii) Propose workflow improvements to improve efficiency.
- (xviii) Provide technical support and knowledge for service recovery team in rectifying fault tracing and diagnosing breakdown problems.
- (xix) Support and initiate enhanced maintenance systems and procedures to improve maintenance efficiency.
- (xx) Track cost of repairs and maintenance.
- (xxi) Liaise with suppliers and vendors on the delivery of resources

c) Qualifications and Experience

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Civil Engineering/ Building construction
- (ii) Registration with EBK and IEK
- (iii) National Construction Authority, Institute of clerk of works

V. SENIOR OFFICE ADMINISTRATOR, JOB GRADE WRTI 6 - ONE (1) POSITION– ADVERT REF: NO. WRTI/05/2023

a) Job purpose

Reporting to the Head Human Resource and Administration, the position is responsible for coordinating and overseeing office activities

b) Duties and Responsibility

Duties and Responsibilities will entail:

- (i) Maintaining office diary and managing e office,
- (ii) Coordinating schedules of meetings;
- (iii) Ensuring security of office records, equipment and documents including classified materials;
- (iv) Maintaining an up-to-date filing system in the office;
- (v) Establishing and monitoring procedures for record keeping of correspondences and file movements;
- (vi) Manage resources and supplies;
- (vii) Receiving, attending to visitors;
- (viii) Coordinating travel arrangements;
- (ix) Preparing responses to simple routine correspondences;
- (x) Managing office protocol and etiquette;
- (xi) Supervising office cleanliness; and
- (xii) Manage resources and supplies.

c) Qualifications and Experience

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution **OR** Bachelor's Degree in Social Sciences **Plus** a Diploma in Secretarial Studies from a recognized institution;
- (ii) Certificate in Secretarial Management Course from a recognized institution;
- (iii) Membership to a professional body or a registered association;
- (iv) Certificate in Public Relations and Customer Care course not lasting less than two (2) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Fulfilled the requirements of chapter Six (6) of the Constitution

VI. DRIVERS, JOB GRADE WRTI 9 - FOUR (4) POSITIONS– ADVERT REF: NO. WRTI/06/2023

a) Job purpose

Reporting to Manager Administration, the position is responsible for responsible for safe driving of the Institute's vehicles and basic routine maintenance.

b) Duties and Responsibility

Duties and Responsibilities will entail:

- (i) Maintaining cleanliness of the vehicle;
- (ii) Keeping up to date work tickets for vehicles;
- (iii) Cleaning of the assigned motor vehicle;
- (iv) Submitting regular reports on motor vehicle assigned;
- (v) Reporting any mechanical/accident problems;
- (vi) Proper mechanical working condition of the vehicle.
- (vii) Report periodic servicing schedule of Institute's vehicles as per next due date.
- (viii) Report immediately in case of any accident as per applicable procedures.

c) Qualifications and Experience

For appointment to this grade, a candidate must have:

- (i) At least three (3) years relevant work experience;
- (ii) Kenya Certificate of Secondary Education mean grade D or its equivalent from a recognized institution;
- (iv) The Occupational Trade Test II Certificate;

- (iv) Valid driving license free from any current endorsements(s) for classes 238 of the vehicles the driver is required to drive;
- (v) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized Institution;
- (vi) An accident-free driving period of three (3) years;
- (vii) Proficiency in computer applications;
- (viii) National Police Clearance Certificate.

Interested and qualified individuals should download the **WRTI Application for Employment Form** on the website, fill and forward the same enclosing copies of their academic and professional certificates, copy of ID card, detailed CV indicating work experience, current remuneration and employer, daytime telephone contact-both office and mobile, names, addresses and emails of three (3) referees to the address below not later than **11th September, 2023 at Time: 4:30pm**

Director/CEO
Wildlife Research and Training Institute
P.O Box 842-20117
Naivasha, Kenya
Email: recruitment@wrti.go.ke

Short-listed candidates will be required to obtain and be in possession of the following documents at the interview stage: -

- Police Clearance Certificate.
- Tax Compliance Certificate from Kenya Revenue Authority.
- Clearance from Higher Education Loans Board (Where applicable).
- Clearance from Kenya Credit Reference Bureau.

NB: The Institute shall submit names of all shortlisted candidates to EACC for integrity verification as per the new guideline hence submission of self-declaration form is not a mandatory requirement at this stage.

WRTI is an equal opportunity employer and is committed to implementing affirmative action. In this regard, youth, women, people living with disabilities and those from marginalized groups with requisite qualifications are encouraged to apply.

Applications without relevant qualifications, copies of documentation/details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification. ***Only short-listed candidates shall be contacted.***