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VACANCY ANNOUNCEMENT

1. WILDLIFE PROTECTION ADMINISTRATOR

Northern Rangelands Trust (NRT) is one of the most successful and impactful local conservation organization based at UNESCO World Heritage Site Lewa Wildlife Conservancy (<https://www.lewa.org/>). NRT is a membership organization owned and led by 43 community conservancies in Northern and Coastal Kenya, which together comprise 12% of Kenyan land area. NRT was established as a shared resource to help build and develop community conservancies, to enhance people's lives, build peace, and conserve the natural environment.

Job Title:	Wildlife Protection Administrator
Department:	Wildlife Protection
Location:	NRT Coast Region - Lamu
Reports to:	Regional Director – NRT Coast Region

Job Purpose:

The purpose of this position is to provide administrative and capacity building support to conservancy rangers and oversee wildlife protection operations in close liaison with relevant government agencies at NRT Coast. This position will be reporting to Wildlife Protection Manager.

Key roles/Responsibilities:

- Provide oversight and support to ranger-based monitoring systems (CoMMs) and liaise with relevant NRT departments to provide refresher training, technical support, and equipment to ensure monitoring systems are functioning effectively at conservancy level.
- Build capacity of conservancy rangers and management in presentation of information and evidence for effective prosecution of wildlife & natural-resource related crimes/illegal activities.
- Oversight of ranger-based marine monitoring and surveys.
- Solicit, communicate and facilitate all welfare issues affecting Conservancy Rangers and Mobile teams.
- Plan, initiate and prepare requisitions and follow up prompt delivery of all logistics and supplies for the entire security department.
- Maintain a data base of security uniform, wear and tear and replacement schedules, always ensuring that the scouts are well catered for and presentable.
- Coordinate the supply of equipment and uniforms to conservancies.
- Coordinate regular meetings and training for the conservancy teams.
- Drive a structured process of capacity building and constant attention to improving leadership within the Conservancy Rangers.
- Assist in Coordination and participation in departmental proposal and report writing to donors and other external partners.
- Maintain close liaison with the GOK and other Law enforcement agencies.
- Perform any other duties delegated from time to time by the Wildlife Protection Manager.

Desired Skills and Qualifications:

- At least 10 years working experience within a disciplined service with strong field experience 5 of which must have been in a leadership position.
- Demonstrated report writing skills.
- Comfortable operating all the standard supporting software.
- Must be culturally sensitive and have the ability and interest to identify and work with a multi-

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ethnic team.

- Strong organizational, interpersonal, and communication skills.
- Must be able to work independently while being a strong team player.
- Demonstrated relationship building and management skills.
- A strong drive for results with demonstrated ability to work with multiple partners both collaboratively and independently to advance security for natural environment.
- Demonstrated ability in handling demanding work schedules mostly in remote locations in the field.
- A Diploma or degree in a relevant field although not a pre-requisite will be an added advantage.

Technical & Behavioral competences:

- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Sound organizational and presentation skills.

How to apply:

Interested and qualified candidates are required to submit their application including a cover letter, detailed Curriculum Vitae highlighting relevant experience, academic and professional certificates, testimonials, a daytime telephone contact, email address, and names of three professional referees to reach us by close of business on **Monday 23rd October 2023** to: recruit@nrt-kenya.org.

Only shortlisted candidates will be contacted.