

JOB DESCRIPTION

Position title:	Project Officer, Rhino
Reports to:	Regional Programme Coordinator, Rhino
Supervises:	None
Job Grade:	TBA
Location:	Nairobi, with frequent travels to project areas

Mission of the Department

To ensure the implementation to the highest standards of the programme objectives in line with WWF-Kenya Rhino Conservation work plan and WWF-Kenya Species Conservation Action Plan

Major function

Under the supervision of the Regional Programme Coordinator, ensure effective implementation of WWF-Kenya Rhino Conservation Programme activities and prepare reports leading to high impact Rhino conservation results in line with WWF-Kenya SP and SCAP

Major Duties Roles and Responsibilities

- Work with KWS & Narok County Government rangers to ensure project activities outlined in the action plans are implemented;
- Support KWS to ensure rhino monitoring in Tsavo East Rhino Sanctuary, with emphasis on rhinos, elephants and lions, is done effectively and efficiently by assisting in and, where relevant, participating in the learning and capacity building of the Sanctuary rhino monitoring team;
- Support Maasai Mara National Reserve rangers to effectively using the technology installed for wildlife and law enforcement monitoring and generate regular reports;
- Assist the Regional Programme Coordinator in assessing effectiveness of rhino monitoring technologies and interventions in use in the project areas;
- Assist in planning and developing specific research programs including rhino databases in line with the Species Conservation Action Plan;
- Assist in day to day coordination and follow-up of various project activities; including drafting of technical progress reports and budgets adhering to WWF Network programme management standards;
- Participates in knowledge management through conservation research, publication and dissemination of scientific research including representing WWF-Kenya in national rhino conservation platforms on a needs basis;
- Organize meetings related to Rhino project implementation and handle the administrative aspects of visits and/or meetings/workshops as assigned by the Regional Programme Manager;
- Support the development of communication materials for WWF Communications Office;

- Assist the Regional Programme Coordinator in follow up of payments, financial reports for projects internally and from partners;
- Perform any other duties as may be assigned by the Regional Programme Coordinator.

Key Skills/ Competencies

- Data collection, analytical skills including use of statistical soft wares and technical report writing skills
- Organizational and communication skills
- Basic project management skills including financial management and accounting;
- Good interpersonal skills with the ability to network and to develop and maintain strong relationships at all levels.
- Demonstrated ability to conceptualize, plan and implement project activities within the context of conservation, natural resource management,
- Knowledge in wildlife tracking technology
- Demonstrated ability to work independently and effectively under pressure of strict deadlines

Experience

- At least 5 years of experience in conservation, natural resource management, environmental science, or related field preferably wildlife conservation

Qualifications

- A minimum of a Master's degree in natural resource management, environmental science, or related field preferably wildlife management

Working Relationships

Internal: Interacts frequently with theme leaders, Coordinators/ Managers, Projects Officers, Consultants, researchers and All WWF-Kenya staff

External: Interacts frequently with ROA staff, government departments and other agencies, conservation officials in the country, development agencies, NGOs, INGOs and donors.

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.