



TAITA TAVETA  
WILDLIFE  
CONSERVANCIES  
ASSOCIATION

Po Box 26-80300

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## TERMS OF REFERENCE

<b>Position:</b>	Programme Officer
<b>Location:</b>	Voi, with frequent field travel to conservancies and ranches within Tsavo Landscape
<b>Reporting to:</b>	TTWCA Coordinator
<b>Type of Employment:</b>	Contract
<b>Reporting:</b>	1 <sup>st</sup> November 2021

## BACKGROUND

Taita Taveta Wildlife Conservancies Association (TTWCA) is a landscape community-based organization established in 2013 whose mandate is to support the development of wildlife conservancies and other related economic activities among its members for improved livelihoods and coordinate sustainable management of the Tsavo ecosystem. TTWCA also serves as a landscape umbrella body for 33 conservancies/ranches, covering approximately 1 million Acres (446.86km<sup>2</sup>) within the larger Tsavo ecosystem. The conservancies/ranches form a migratory corridor for the Tsavo National Park which is 5.8 million Acres (23,553km<sup>2</sup>).

Taita Taveta Wildlife Conservancies Association (TTWCA) is seeking to recruit an experienced and enthusiastic candidate to join the secretariat team. The successful candidate will work under the supervision of the TTWCA coordinator and will be responsible for the implementation of TTWCA programs and the management of projects related to the Tsavo landscape.

## JOB DESCRIPTION

- Support implementation of TTWCA Programs in Tsavo landscape with specific emphasis on the enhancement of community conservancies' resilience, and natural resource management for conservation and restoration of the landscape, through the conservancy model.
- Provide leadership in programs and projects planning, implementation, and monitoring.
- Contribute and support member conservancies and ranches, develop community livelihood programs that benefit the members and the larger community to TTWCA conservation and community livelihood program through planning, development, and implementation of projects conservancies' outreach, capacity building on governance and management.
- Assist in fundraising identification of program priorities and project development opportunities.
- Actively support fundraising, build and maintain the relationship with donors, partners including the County government of Taita Taveta, and support expert networks.

## **SPECIFIC DUTIES**

- Coordinate and manage projects that build towards achieving under TTWCA strategic priorities and areas plan, with a particular focus on conservancies governance and management, rangeland management, wildlife conservation, habitat protection and restoration, community livelihoods, governance, and policy.
- Ensure high-quality project planning and reporting, including preparing and monitoring work plans, budgets, and technical reports.
- Prepare partnership and service contracts under projects while ensuring that all donor-related and TTWCA administrative requirements are met
- Oversee timely and quality delivery of projects outputs and outcomes and ensure the long-term impact of project activities
- Assist in developing project proposals and identifying funding opportunities relative to conservation and enhancement of community livelihoods within the Tsavo conservation area
- Collaborate with relevant staff on project-related communications including writing, editing, and helping with web stories, fact sheets, publications, and other knowledge and communications material
- Develop and continuously manage a database of all our member ranches/conservancies to enable tracking of progress for activity delivery
- Carry out data management, helping to ensure all relevant documentation is on TTWCA's data management systems.
- Maintain close contact with TTWCA conservancy/ranches stakeholders including frequent field visits, attendance of meetings and events to represent TTWCA, and to document and share lessons on the evolving issues of conservancies and ranches.
- Represent TTWCA in conservancies/ranch meetings and facilitate strong engagement of conservancies stakeholders with Taita Taveta County government aimed at mainstreaming conservancies in county plans and programs

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree (or higher) in environmental sciences.
- At least 3 years of experience in a relevant position.
- Experience in the management of technical programs and projects, including all phases of the project management cycle.
- Proven knowledge of and experience in conservation and community engagement in conservation areas.
- Experience in relevant global and regional nature conservation and environmental policies.

## **REQUIRED SKILLS**

- Proven leadership skills, ability to work under pressure and in different cultures.
- Ability to manage institutional relationships and support multi-stakeholder initiatives.
- Excellent command of written and spoken English and Swahili is essential.

- Knowledge of local languages spoken in the Tsavo landscape is an asset.
- Ability to cope with a varied workload and flexible working hours.
- Computer literate

### BEHAVIORAL SKILLS

- Self-motivated, independent, and resourceful
- Team player, with the ability to seek out views of others and build positive working relationships

### HOW TO APPLY

Interested and qualified persons are invited to submit their application (a **cover letter that indicates current and expected salary, a CV that includes at least 3 referees and relevant supporting documents**) online to [jobs@ttwcakenya.com](mailto:jobs@ttwcakenya.com) and **CC:** [info@ttwcakenya.com](mailto:info@ttwcakenya.com) with email subject: **Programme Officer Position** or through the postal address;

**Taita Taveta Wildlife Conservancies Association (TTWCA)**

**Po Box 26-80300 Voi**

To reach us on or before **15<sup>th</sup> October 2021**.

***NOTE: Any application that will not follow the above-mentioned procedure will not be considered.***