

## 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: -

### **I. CORPORATION SECRETARY AND HEAD OF LEGAL SERVICES, JOB GRADE WRTI GRADE 2: ONE (1) POST– ADVERT REF: NO. WRTI/1/2022**

#### **a) Job Purpose**

Reporting to the Director/CEO, the job holder will be responsible for providing legal advice and services to the Institute.

#### **b) Duties and responsibilities**

The duties and responsibilities will include:

- (i) Providing secretarial services and technical support to the Institutes Board and its Committees to enable them meet their obligations;
- (ii) Providing guidance to the Board on their duties and responsibilities and on matters of governance;
- (iii) Ensuring timely preparation, circulation, maintenance and safe custody of Board's minutes, legal documents, instruments and WRTI seal;
- (iv) Assisting the Board in carrying out induction and training, updating Board and Committees on charters, preparing and implementing Board work plans, conducting Board evaluation and governance audit;
- (v) Implementing the Code of Conduct and Ethics;
- (vi) Maintaining and updating the register of conflicts of interest;
- (i) Ensuring Board members are aware of all relevant laws affecting the organization; and
- (ii) Ensuring compliance with principles and values of good governance and all statutory or legal requirements;
- (vii) Facilitating effective communication between the organization and the stakeholders;

- (viii) Interpreting laws governing the Institutes' operations and giving appropriate and timely legal advice on matters affecting the Institute;
- (ix) Overseeing formulation, vetting, review, negotiations of contracts, leases, agreements and Memorandums of Understanding and recommending for execution by the Director/CEO;
- (x) Coordinating the review of the Institute legal framework and proposing amendments or enactment of new laws and regulations to improve regulation of the industry;
- (xi) Coordinating policy formulation and review in line with relevant laws, regulations and Government policies;
- (xii) Overseeing litigation management by liaising with external lawyers to ensure adequate representation of the Institute;
- (xiii) Ensuring that the Institute is represented in court and all legal fora;
- (xiv) Provide overall supervision of legal audits to measure the Institute's level of compliance with various legal requirements, identify legal risks and advise on mitigation measures;
- (xv) Overseeing development of performance targets, work plans, budgets and strategies for the Legal Services;
- (xvi) Managing, supervising and developing staff; and
- (xvii) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

### **c) Qualifications and Experience**

For appointment to this grade, an applicant must have:

- (i) At least twelve (12) years in relevant work experience five (5) of which must have been at management level;
- (ii) Bachelors of Laws degree from a recognized institution;
- (iii) Master Degree in any of the following; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- (iv) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- (v) An Advocate of the High Court of Kenya in good standing;
- (vi) Certified Public Secretary and a member of Institute Certified Secretaries in good standing;
- (vii) Leadership course lasting not less than Four (4) weeks from a recognized institution.
- (viii) Proficiency in computer applications;
- (ix) Demonstrated merit and ability as reflected in work performance and results;
- (x) Fulfilled the requirements of Chapter Six (6) of the constitution; and

- (xi) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

## **II. HEAD INTERNAL AUDIT - JOB GRADE WRTI 2: ONE (1) POST– ADVERT REF: NO. WRTI/2/2022**

### **a) Job Purpose**

Reporting to the Board of the Institute, the position is responsible for providing independent assurance on governance, risk management and internal controls to ensure the Institute complies with statutory regulations and internal policies and procedures.

### **b) Duties and Responsibilities**

The duties and responsibilities will include:

- (i) Interpreting, reviewing and implementing internal audit policies, strategies and regulations;
- (ii) Developing and reviewing internal audit guidelines, processes and procedures;
- (iii) Analyzing data on periodical financial returns, estimates and expenditure;
- (iv) Coordinating the preparation, review, and implementation of audit operational plans, budget and programmes;
- (v) Confirming the propriety and accuracy of the transactions and provide recommendations;
- (vi) Coordinating auditing and analyzing the adequacy of internal policies, procedures, processes and systems to ensure necessary and recommend sufficient internal controls;
- (vii) Ensuring the Institute complies with the relevant internal audit policies, regulations, procedures, administrative government circulars and guidelines;
- (viii) Recommending on adoption and implementation of effective auditing system and processes;
- (ix) Carrying out research and benchmark on auditing and emerging issues and disseminating research findings;
- (x) Undertaking complex internal audits including annual accounts;
- (xi) Coordinating the carrying out of special audit assignments as need arises and following up on audit reviews;
- (xii) Liaising with external auditors and following up on the implementation of audit recommendations;
- (xiii) Coordinating risk assessment, measurement and management and make recommendations for management decision;

- (xiv) Following up on implementation of audit recommendations and preparing audit report;
- (xv) Analyzing and reviewing annual audit reports; and
- (xvi) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

**c) Qualifications and Experience**

For appointment to this grade, an applicant must have:

- (i) At least twelve (12) years relevant work experience five (5) of which must have been on senior Managerial level;
- (ii) Bachelor Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized institution;
- (iii) Master degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
- (iv) Passed Certified Public Accountant of Kenya (K) or its equivalent qualification;
- (v) Be a registered member of ICPAK in good standing and or CFE (Certified Fraud Examiner) OR Be a Member of the IIA/ISPAK in good standing;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated professional competence and ability as reflected in work performance and results; and
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**III. HEAD CORPORATE COMMUNICATIONS & CUSTOMER SERVICE JOB GRADE  
WRTI 3: ONE (1) POST– ADVERT REF: NO. WRTI/3/2022**

**a) Job Purpose**

Reporting to the Deputy Director Corporate Services, the job holder will be responsible for ensuring implementation of quality communication strategy and realization of customer satisfaction and retention.

## **b) Duties and responsibilities**

The duties and responsibilities will include:

- (i) Maintaining and improve the Corporate Communication policy of the Institute taking into account the internal and external changes in the maritime industry;
- (ii) Advising and recommending to the Institute possible outcomes and response scenarios based on strategic initiatives made in the year;
- (iii) Coordinating all corporate communications related activities including publishing of brochures, handbooks, calendars, annual reports, departmental reports, etc;
- (iv) Developing and delivering creative communication strategies and plans;
- (v) Updating the Institute website and digital platforms and facilitate interdepartmental communications and managing external communications;
- (vi) Building and maintenance of consistent branding, corporate identity across relevant public relations channels while keeping the Institute up to date on industry trends;
- (vii) Developing suitable communication strategies to mitigate prevailing crisis;
- (viii) Developing content to provide clear and adequate information and material that will support marketing and communications activities;
- (ix) Reviewing and approving key presentations and collaterals needed for communications and outreach activities;
- (x) Convening and chairing public relations and media related meetings
- (xi) Managing Digital & Media Relations including information sharing and invitations for Institute events;
- (xii) Developing and incorporating online tools and in-person networking to create relationships and ultimately build the Institute's brand, both online and off line;
- (xiii) Coordinating content creation – editing and approving blog posts, articles, newsletters, communications materials, and material for social media channels;
- (xiv) Leveraging on social media by creating, managing and growing the authorities presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- (xv) Managing incoming media requests and building relationships with industry journalists;
- (xvi) Managing any online feedback forums;
- (xvii) Implementing strategic communications plans and to provide local market insight for the authorities public-facing communications;
- (xviii) Developing networks with journalists, media producers, editors and strategic influencers;

- (xix) Gathering information on programmes and significant events in a specific Institute Cluster area;
- (xx) Developing media plans, distribute and follow up media releases, book interviews and respond to media request;
- (xxi) Overseeing the Corporate Social Responsibility (CSR) Programmes;
- (xxii) Overseeing the Compliments and Complaints Handling Mechanism of the Institute; and
- (xxiii) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

**c) Qualifications and Experience**

For appointment to this grade, an applicant must have:

- (i) At least ten (10) years' relevant work experience five (5) of which must have been in senior management level
- (ii) Bachelor Degree in Public relations, Communications, Journalism, Marketing, International relations or equivalent qualifications from a recognized institution;
- (iii) Master Degree in Public relations, Communications, Journalism, Marketing, International relations or equivalent qualifications from a recognized institution;
- (iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications;
- (vi) Demonstrated professional and managerial competence in information work as reflected in work performance and results; and
- (vii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**IV. HEAD INFORMATION & COMMUNICATION TECHNOLOGY(ICT) - JOB GRADE WRTI 3: ONE (1) POST– ADVERT REF: NO. WRTI/4/2022**

**a) Job Purpose**

Reporting to the Deputy Director Corporate Services, the job holder will be responsible for effective management of ICT systems, equipment and telecommunications system in the Institute.

**b) Duties and responsibilities**

The duties and responsibilities will include:

- (i) Developing, implementing and maintaining of ICT systems;

- (ii) Carrying out systems analysis, design and programmer specifications in liaison with users;
- (iii) Ensuring adherence to established ICT standards;
- (iv) Compiling overall systems documentation;
- (v) Supervising installation certification, repairs and maintenance of Information Communication Technology equipment, solutions and associated peripherals;
- (vi) Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- (vii) Administering and maintaining web-based systems and database server's configuration;
- (viii) Documenting PAK network configurations and passwords of critical systems;
- (ix) ICT Risk management and Business continuity;
- (x) Maintaining Systems security and Databases;
- (xi) Enforcing implementation of ICT policies and procedures;
- (xii) Assisting in ICT Planning, Budgeting and Reporting;
- (xiii) Management of outsourced ICT services and service providers;
- (xiv) Development and maintenance of WRTIs intranet; and
- (xv) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

### c) **Qualifications and Experience**

For appointment to this grade, an applicant must have:

- (i) At least ten (10) years' relevant work experience three (3) of which must have been at management level;
- (ii) Bachelor Degree in any of the following: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or their equivalent from a recognized Institution;
- (iii) Master Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- (iv) PRINCE2, PMP or equivalent Project Management Certification
- (v) At least one IT management certification CompTIA Project+, CAPM, CGEIT, CSM, CISSP, COBIT or other equivalent qualifications;
- (vi) At least one information Security certification CISM, CEH, CompTIA Security+, CISSP, GSEC or other equivalent qualifications;
- (vii) At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional

- (vii) (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- (viii) CISA Membership or an equivalent ICT professional body in good standing;
- (ix) Management Course lasting not less than four (4) weeks from a recognized institution;
- (x) Demonstrated merit and ability as reflected in work performance and results; and
- (xi) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**V. HEAD PLANNING, PARTNERSHIP AND RESOURCE MOBILIZATION, JOB GRADE WRTI 3: ONE (1) POST– ADVERT REF: NO. WRTI/5/2022**

**a) Job Purpose**

Reporting to the Director/CEO, the job holder will be responsible for coordinating the development, implementation, review and monitoring the Institute’s strategic plan and Service Charter; Coordinating resource mobilization, performance management and development of Divisional/Departmental work plans and aligning them to the Institutes budget and objectives.

**b) Duties and responsibilities**

The duties and responsibilities will include:

- (i) Coordinating the development, review and implementation of Institute’s Strategic Plan, Work Plan and Performance Contract and realigning them to the budget;
- (ii) Monitoring and evaluating the implementation of strategic and operational plans to ensure quality, timeliness and results in relation to planned objectives and expected outcomes;
- (iii) Coordinating the development and implementation of quality assurance instruments, tools and systems;
- (iv) Coordinating the implementation of quality assurance programmes and systems in liaison with process owners;
- (v) Conducting and coordinating economic analysis of programs and projects;
- (vi) Coordinating and overseeing the development, review and implementation of partnership and resource mobilization policies, strategies and programmes;
- (vii) Establishing and maintaining partnerships on areas of mutual interest;
- (viii) Mobilizing resources through linkages with local, regional and international partners to support the Institute’s mandate;



- (ix) Coordinating the development of a data base on development partners and donors and their funded projects;
- (x) Carrying out monitoring, evaluation and impact assessment of the Institute programmes and projects;
- (xi) Developing organizational performance indices for performance monitoring;
- (xii) Coordinating the carrying out of surveys, studies and research and disseminating findings on Institute strategies, quality assurance, programmes and projects;
- (xiii) Promoting innovation and creativity culture in the organization;
- (xiv) Integrating various business project implementation initiatives in line with the strategic plan;
- (xv) Coordinate the Identification and the implementation of appropriate continuous business process reengineering methods/procedures;
- (xvi) Coordinating the implementation of Quality Management System and other appropriate management systems in the institutes procedures and systems in liaison with process owners;
- (xvii) Establishing and maintaining excellent relations with donors and wildlife stakeholders;
- (xviii) Preparing financial reports on funding and resource mobilization;
- (xix) Facilitating forward planning and forecasting;
- (xx) Coordinating implementation of quality culture and performance improvement throughout the organization;
- (xxi) Carrying out economic analysis and feasibility studies to determine financial implication and viability of WRTI projects;
- (xxii) Ensuring the maintenance of programmes and project database;
- (xxiii) Preparing and implementing the work plans, staff training and performance; and
- (xxiv) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

**c) Qualifications and Experience**

For appointment to this grade, an applicant 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: Economics, Statistics, Business or its equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Strategic Management, Economics, Statistics, Business or its equivalent qualification from a recognized institution;
- (iv) Membership to a professional body in good standing where applicable;
- (v) 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.

**VI. HEAD HUMAN RESOURCE AND ADMINISTRATION, JOB GRADE WRTI 3: ONE  
(1) POST– ADVERT REF: NO. WRTI/6/2022**

**a) Job purpose**

Reporting to the Deputy Director Corporate Services, the position is responsible for ensuring the Institute has Human Resource Capacity that is adequately developed to enable it deliver on its overall mandate as well as develop and implement effective administrative policies, procedures and processes.

**b) Duties and responsibilities**

The duties and responsibilities will include:

- (i) Initiating development, implementation and review of Human Resource and administration policies, strategies and guidelines;
- (ii) Ensuring manpower planning, attraction and retention of qualified and skilled personnel;
- (iii) Preparing departmental annual budget & procurement plan and ensure prudent fund management;
- (iv) Developing, deploying and retaining talented staff through performance evaluations, personal development and succession planning in accordance with the established performance management system;
- (v) Providing leadership and ensure efficient and effective management of staff and administration resources in the department;
- (vi) Providing Human Resource requirements including but not limited to organizational development, recruitment and manpower planning in line with the overall strategy;
- (vii) Coordinating and ensuring the successful implementation of change management initiatives within the department;
- (viii) Initiating the review and implementation of the organization structure, career guidelines and ensure sufficient staffing to deliver and support the business;

- (ix) Facilitating development and implementation of competitive remuneration and grading structures;
- (x) Coordinating the management of outsourced services such as cleaning, security including insurance services;
- (xi) Ensuring efficient provision of staff welfare services such as pension schemes, conducive work environment, health and safety, office accommodation, furniture and equipment, and other welfare provisions;
- (xii) Ensuring the acquisition, implementation and effective usage of Human Resources management information systems (HRMIS);
- (xiii) Ensuring proper custody of Human Resource records;
- (xiv) Ensuring implementation and compliance with relevant ISO standards procedures and systems;
- (xv) Ensuring compliance with statutory requirements and Institution safety policy; and
- (xvi) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

### **c) Qualifications and Experience**

For appointment to this grade, an applicant must have:

- (i) At least ten (10) years' relevant work experience three (3) of which must have been at a management level;
- (ii) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- (iii) Membership to Institute of Human Resource Management or any other relevant professional body in good standing;
- (i) Master's degree in Human Resource Management or its equivalent qualification from a recognized institution;
- (ii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iii) Proficiency in computer use and applications;
- (iv) Demonstrated professional competence and administrative capabilities as reflected in work performance and results; and
- (v) Fulfil the requirement of Chapter six (6) of the Constitution.

**VII. PRINCIPAL LECTURER, JOB GRADE WRTI 3: ONE (1) POST– ADVERT  
REF: NO. WRTI/7/2022**

**a) Job purpose**

Reporting to the Deputy Director Training, the position is responsible for coordinating provision of training and capacity development programmes, courses in wildlife conservation and management and related disciplines and award diplomas and certificates.

**b) Duties and responsibilities**

The duties and responsibilities will include:

- (i) Initiating institutional policies for the development of new academic programs, curriculum development and review;
- (ii) Initiate policies on examination, student discipline, and general student welfare;
- (iii) Preparing lecture materials and practical;
- (iv) Providing oversight over the examination process including preparation of examination drafts, moderation, administration, marking and externalization;
- (v) Ensuring appropriate budgets are prepared to facilitate the delivery of training programmes;
- (vi) Coordinating the Implementation of curriculum as per the institutional schedules;
- (vii) Coordinating the Supervision of student research projects and field attachment programs;
- (viii) Undertaking research, consultancy services and curriculum development;
- (ix) Preparing academic budgets, work plans and report writing;
- (x) Coordinating the execution of field training programmes;
- (xi) Conducting capacity building surveys;
- (xii) Appraising academic staff in the training division;
- (xiii) Coordinating the recording and maintenance of the student's database including class attendance, continuous assessment tests and examination; and
- (xiv) Coordinating the analysis of lecturer evaluations and providing feedback;

- (xv) Coordinating the data collection process for lecturer evaluation by administration of lecturer evaluation forms; and
- (xvi) Performing any other responsibilities as may be assigned or delegated by the Institute's Board or management.

### **c) Qualifications and experience**

For appointment to this grade, an applicant must have:

- (i) At least ten (10) years' relevant work experience three (3) of which should have been at management level;
- (ii) Bachelor's Degree in any of the following: Wildlife Conservation/Biology, Biological Sciences, Natural Resource Management, Environmental sciences, Hydrobiology, Limnology, Applied Biology, Marine Sciences, Fisheries Biology, Aquaculture Management, Tourism and Hospitality Management, Bachelor of Arts languages (French, Japanese), or its equivalent qualification from a recognized Institution;
- (iii) Master's Degree in any of the following: Wildlife Conservation/Biology, Biological Sciences, Natural Resource Management, Environmental sciences, Hydrobiology, Limnology, Applied Biology, Marine Sciences, Fisheries Biology, Aquaculture Management, Tourism and Hospitality Management, Bachelor of Arts languages (French, Japanese) , or its equivalent qualification from a recognized Institution;
- (iv) PhD in any of the following: Wildlife Conservation/Biology, Biological Sciences, Natural Resource Management, Environmental sciences, Hydrobiology, Limnology, Applied Biology, Marine Sciences, Fisheries Biology, Aquaculture Management, Tourism and Hospitality Management, Bachelor of Arts languages (French, Japanese), or its equivalent qualification from a recognized Institution;
- (v) Certificate course in technical instructors training or equivalent from a recognized institution;
- (vi) Published at least four (4) scientific publications in peer reviewed journal or book chapters;
- (vii) Certificate course in technical instructors training or equivalent qualification from a recognized institution;
- (viii) Membership to relevant professional body in good standing where applicable;
- (ix) Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
- (x) Proficiency in computer applications;
- (xi) Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- (xii) Fulfilled requirements of chapter six (6) of the Constitution of Kenya 2010.

## VIII. LEGAL OFFICER JOB GRADE WRTI 6: ONE (1) POST– ADVERT REF: NO. WRTI/8/2022

### a) Job Purpose.

Reporting to Corporation Secretary/Head Legal service, the position is responsible for ensuring efficient management of the institute's contracts, review and verify on legal documentations and obtain/provide required information on legal matters.

### b) Duties and Responsibilities

The duties and responsibilities will include:

- (i) Drafting legal reports on various issues affecting the Institute;
- (ii) Participating in policy development and advising on legal policy issues;
- (iii) Assisting in reviewing the policies to ensure that they are in line with relevant laws and Government Policies;
- (iv) Obtaining information and evidence on legal matters involving the Institute and preparing instructions to the external lawyers;
- (v) Preparing progress reports on court cases;
- (vi) Identifying legal risks, and recommending mitigation measures; and
- (vii) Negotiating disputes with a view to settling them out of court.

### c) Qualifications and Experience

For appointment to this grade, an applicant must have:

- (i) Bachelor of Law degree from a recognized institution;
- (ii) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- (iii) Been admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate;
- (iv) Been registered as a member of the Law Society of Kenya in good standing;
- (v) Proficiency in computer applications; and
- (vi) Fulfilled the requirements of Chapter Six (6) of the Constitution

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 **Monday 21<sup>st</sup> November,2022 at 4:30pm**

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