

Vacancy Announcement

Job Title: Project Manager

Reports To: IFAW EA Head of Programmes

Location: Nairobi, KE

Terms: Full Time

Duration: 2 Years

IFAW is an international NGO with its Headquarters in Washington DC, USA. IFAW works to improve the welfare of wild and domestic animals throughout the world by reducing commercial exploitation of the animals, protection of wildlife habitats, and assisting animals in distress. IFAW Seeks to fill the position of **Project Manager** to lead a new initiative (*Combatting illegal wildlife trade (IWT) through cross-border collaboration in law enforcement in Kenya and Tanzania*) funded by the US State Department Bureau of International Narcotics and Law Enforcement Affairs (INL) and implemented in partnership with the African Wildlife Foundation (AWF).

Position Summary/ Objective

The **Project Manager** will be responsible for the implementation of the project and working through the IFAW East Africa Regional Office to ensure successful execution of all project deliverables. The role involves managing and carrying out multiple complex activities in Kenya and Tanzania. This role requires a proven leader who is adaptable, resilient, and well-organized, as the project primarily takes places in a complex transboundary landscape involving numerous, diverse stakeholders from the local to international level. Reporting requirements to both the partner and funding agency of this project are strict, and require diligence and strong management skills.

Role and Responsibilities

* Lead the project team in completing all project activities; ensure all project deliverables, are met on time and on budget.
* Lead the development and submission of all project reporting in conjunction with AWF and INL.
* Represent IFAW in meetings led by AWF or other project stakeholders.
* Manage the project work plan, schedule, budget, scope, and stakeholders. Hold regular project synchronization meetings with team members, including but not limited to: AWF project partners, INL and other US Government personnel, IFAW technical staff involved in activities, colleagues from IFAW Finance, Human Resources, Communications and other stakeholders.
* Work with the project team and other IFAW staff to ensure project is successful at delivering impact and meeting objectives by developing and implementing effective monitoring and evaluations tools.
* Participate in regular update meetings and progress report calls with IFAW Wildlife Crime Director, IFAW EA Regional Director and Head of Programme.
* Ensure project personnel accurately and timeously fulfill time tracking requirements.
* As directed, represent the project externally at conferences, forums, and/or interviews to a wide range of audiences including but not limited to other NGOs, IGOs, government agencies, and the general public.
* Review the quality of the work completed by consultants and project partners on a regular basis to ensure that it meets standards and compliance of the funders.
* Liaise with project funder as directed.
* Embody the values, mission, and vision of IFAW at all times.

Qualifications and Education Requirements

* Minimum seven years’ experience as a project manager, with demonstrable evidence of working with government funding partners such as INL or USAID.
* Bachelor’s degree preferred, preferably in conservation or wildlife management or similar management or area studies field.
* Experience working in conservation, specifically in East Africa is highly desired; experience initiating, planning, executing, controlling and monitoring, and closing complex projects is required.
* Demonstrable strong written and verbal communication skills in English and Kiswahili; possess the ability to communicate a clear message in timely manner to a culturally and geographically diverse group of stakeholders.
* Able to work unsupervised to meet deadlines and work under high pressure, and to deal with a variable workload.
* Strong and proven leadership skills and problem solving skills are required
* Experience and willingness to work effectively with an international team with extremely diverse skills sets, backgrounds and cultures.
* Confident user in MS Office and Windows applications – intermediate level.
* Able to travel up to 30% of time to remote locations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities will change from time to time to meet the needs of the department and our organization.

How to Apply

Please forward letter of interest, CV, and copy of credentials to the following **2 emails simultaneously**: [recruitea@ifaw.org](mailto:recruitea@ifaw.org) and [talentsearch@tmconsulting.co.ke](mailto:talentsearch@tmconsulting.co.ke)

Your application should include your **current** and **expected salary** and **benefits**. The subject for your application should read: **Project Manager**

Applications should be received before close of business, **Wednesday, 27th October, 2021.**