



EXTERNAL RE- 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 and field research centres: -

1) HEAD ENTERPRISE DEVELOPMENT AND HOSPITALITY (JOB GRADE WRTI 3 - ONE (1) POSITION - ADVERT REF: NO. WRTI/01/2023)

a) Job Purpose

Reporting to the Deputy Director Corporate Services, the job holder will be responsible for designing and implementing strategies that expand revenue generation to enhance the Institute's resource base and overseeing products' development and hospitality services.

b) Key Duties and Responsibilities

- (i) Developing, implementing and reviewing hospitality services and business enterprise policies, systems, strategies, procedures, guidelines and programmes;
- (ii) Promoting the Institute's resource base through business enterprise and development for financial sustainability through identification and tapping of potential business opportunities;
- (iii) Development and implementation of business/enterprise plans and strategies for establishment of commercially viable products and services;
- (iv) Development, implementation and review of potential business proposals and making recommendations for investment;
- (v) Facilitating branding and advertisement of the Institute's services and products;
- (vi) Conducting business development surveys and research for adoption and implementation of business best practices;

- (vii) Monitoring and evaluating the Institute's business investments, services and products;
- (viii) Overseeing and coordinating development and maintenance of investment criteria including investment threshold;
- (ix) Promoting partnership and collaboration with private sector, donors and other stakeholders to support business investment and the development and provision of quality hospitality services;
- (x) Facilitating setting of prices and branding of the Institute's services and products;
- (xi) Overseeing and coordinating maintenance of business and investment register;
- (xii) Overseeing and coordinating hospitality functions in the Institute including marketing strategies/plans; maintenance of hospitality facilities and standards; developing and disseminating information on hospitality services and other products to customers and other stakeholders; conducting surveys, studies and research on hospitality services best practices for enhanced service delivery; undertaking customer satisfaction surveys on hospitality services and implementing findings to enhance service delivery; and monitoring and evaluating hospitality service provision;
- (xiii) Analysing business development and hospitality reports for decision making;
- (xiv) Overseeing and coordinating staff performance management, training and development;
- (xv) Developing and presenting periodic reports to the Board and management; and
- (xvi) Performing any other functions as may be assigned from time to time.

c) JOB REQUIREMENTS

(i) Academic Qualifications and Experience

For appointment to this position, a candidate must have:

- I. At least ten (10) years' relevant work experience;
- II. At least three (3) years work experience at a senior management level;
- III. Bachelor's Degree in any of the following disciplines: Business Administration/Management, Entrepreneurship, Hospitality and Hotel Management; Institutional Management, Marketing, Finance,

- Economics, Actuarial Science or equivalent qualifications from a recognized institution;
- IV. Master's Degree in any of the above disciplines or equivalent qualifications from a recognized institution;
 - V. Membership to a relevant professional body in good standing where applicable;
 - VI. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
 - VII. Demonstrated professional competence and administrative capability in work performance and results; and
 - VIII. Fulfilled the requirements of Chapter six (6) of the Constitution.

(ii) Skills and Competencies

The following are some of the required skills and competencies:

- (i) Knowledge and applied professional understanding of the principles and practices of business and enterprise development;
- (ii) Familiar with the current trends in the tourism and hospitality industry;
- (iii) Knowledge of good practice in business operations and related activities including risk and governance frameworks;
- (iv) Network leverage: have existing networks with potential clients and demonstrate the ability to convert these networks to formal engagements;
- (v) Management and negotiation skills with the ability to network, generate new business, and develop strong business relations;
- (vi) Well-developed time management and organization skills to deliver results in a demanding environment;
- (vii) Clear verbal and written communication skills;
- (viii) Exceptional interpersonal skills;
- (ix) Good analytical skills;
- (x) Proficiency in computer application skills;
- (xi) Exceptional project management skills; and
- (xii) Strong knowledge of business and sales growth techniques.

2) SENIOR OFFICE ADMINISTRATOR/EXECUTIVE SECRETARY (JOB GRADE WRTI 6, ONE (1) POSITION - ADVERT REF: NO. WRTI/02/2023

a) Job purpose

Reporting to the Director/Chief Executive Officer, the office holder will be responsible for providing high-level administrative support and assistance to the Director/CEO and/or other assigned leadership staff and performing

clerical and administrative tasks including drafting routine communication, arranging travel and accommodation, organizing meetings and maintaining the CEO's diary as well as handling correspondences, office documents and equipment.

b) Key Duties and Responsibilities

- (i) Executing effective and smooth running of the office of the Director/Chief Executive Officer;
- (ii) Managing office protocols, etiquette, and ensuring good office layout;
- (iii) Receiving and attending to visitors;
- (iv) Handling office petty cash and ensuring security of office records, equipment and documents, including classified materials;
- (v) Planning and organizing meetings, workshop/conferences and seminars;
- (vi) Reserving appointments and updating the Director/Chief Executive Officer's diary and informing him of tasks ahead;
- (vii) Overseeing arrangements for local and international travel and hotel bookings for the Director/Chief Executive Officer and the official guests to the Institute;
- (viii) Training and offering professional advice to other secretarial staff in the Director/Chief Executive Officer's office;
- (ix) Recording dictation and transcribing it in typewritten form;
- (x) Typing from drafts, manuscripts or recordings from dictation machines, process data, and operate office machines;
- (xi) Handling correspondences, enquiries, telephone calls, office documents, and equipment;
- (xii) Preparing responses to simple routine correspondence; and
- (xiii) Performing any other functions as may be assigned from time to time.

c) Job Requirements

(i) Academic Qualifications and Experience

For appointment to this position, a candidate must have:

- (i) At least ten (10) years' work experience;
- (ii) Served in a senior Office Administration position for a minimum period of three (3) years;

- (iii) Bachelor's degree in any of the following disciplines: - Secretarial Studies, Public Administration, Business and Office Management, or equivalent from a recognized institution;
- (iv) A Master's degree in a relevant field will be an added advantage.
- (v) Diploma in Secretarial Studies from a recognized institution;
- (vi) Certificate in Secretarial Management Course from a recognized institution;
- (vii) Membership to a professional body or a registered association;
- (viii) Certificate in Public Relations and Customer Care Course not lasting less than two (2) weeks from a recognized institution;
- (ix) Kenya certificate of secondary education mean grade C- with at least C (plain) in English language or its equivalent from a recognized institution;
- (x) Shown merit and ability as reflected in work performance and results; and
- (xi) Fulfilled the requirements of Chapter six (6) of the Constitution.

(ii) Key Skills and Competencies

The following are some of the required skills and competencies:

- (i) Proven administration or assistant experience
- (ii) Knowledge of office management systems and procedures
- (iii) Excellent time management skills and ability to multi-task and prioritize work
- (iv) Attention to detail and problem-solving skills
- (v) Excellent written and verbal communication skills
- (vi) Strong organizational and planning skills
- (vii) Proficiency in IT applications
- (viii) Exceptional interpersonal skills
- (ix) Integrity and trustworthy

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 11th December 2023 at 4:30pm

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

Short-listed candidates will be required to obtain and be in possession of the following documents at the interview stage: -

- **Certificate of Good Conduct from the Directorate of Criminal Investigations.**
- **Tax Compliance Certificate from Kenya Revenue Authority.**
- **Clearance/Compliance Certificate from Higher Education Loans Board (HELB)**
- **Clearance from Kenya Credit Reference Bureau (CRB)**
- **Clearance from Ethics and ant-corruption Commission (EACC)**

NB: The Institute shall submit names of all shortlisted candidates to EACC for integrity verification as per the new guidelines 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.
