



VACANCY ANNOUNCEMENT

The Kenya Forest Service (KFS) is a State Corporation established by the Forest Conservation & Management Act of 2016. The Service is mandated to conserve, develop and sustainably manage forests and allied resources for environmental stability and the social-economic development of the people of Kenya. In line with the provisions of the Forest Conservation and Management Act of 2016 the Service wishes to recruit a competent and qualified person to fill the following vacant position:

1. SENIOR MANAGER, FINANCE & ADMINISTRATION - GRADE KFS 2 REF-KFS/SMF&A/2020 (1 Post)

Job purpose

The Senior Manager Finance and Administration shall provide strategic leadership and advice to ensure optimal utilization management of the Kenya Forest Service's (KFS) resources for effective and efficient service delivery.

Reporting to the Chief Conservator of Forests, the incumbent shall formulate and coordinate the implementation of sound Financial and Accounts management, Human Resource and Administration policies and strategies for effective management of Financial, HR and Administration activities.

Duties and responsibilities:

- Develop effective Finance and Accounts, HR and Administration policies and strategies to meet objectives of the Service.
- Initiate and coordinate the Organization's Development interventions aimed at promoting culture change in Finance, accounts, Human Resource and Administration policies.
- Prepare and implement the annual work plan for Finance, Accounts, HR and Administration activities.
- Undertake benchmarking on current developments in HR and Finance/Accounts Management Practices.
- Ensure compliance with financial reporting standards and labor legislation.
- Preparation of the strategic Financial/Accounts and HR plans, forecasts and cash flow projections.

- Coordinate the HR&A and Finance department procurement plans, budgeting process, monitoring cash flow and overseeing the organization's financial performance against budget goals
- Coordinate and guide on staff related issues within the Service
- Facilitate the development and implementation of competitive and sustainable reward policies and systems
- Establish, implement and maintain appropriate Human Resource Information System (HRIS)
- Advise board and management on financial, industrial relations and employee grievance/disciplinary issues
- Ensure compliance with Article 10 and 232 of the Constitution and promotion of national Cohesion
- Coordinate administrative functions related to housing, office block, waste management, fleet management, vehicle maintenance, office facilities and services.
- Develop and implement succession management strategy in the Service
- Oversee adherence to internal controls.
- Compile and consolidate annual financial statements.
- Interpretation and implementation of accounting standard and financial statements.
- Engagement with the National treasury and the Ministry of Environment and Forestry on financial issues.
- Resource Mobilization.
- Expenditure control and Management.
- Provide advisory support to all Kenya Forest service cost centers.
- Oversee the finance and accounting functions.
- Liaise with financial partners.
- Prepare finance and accounting strategic objectives.

Job Specification & Requirements

Must Have;

- Minimum of Master's degree specializing in Finance, Business Administration Strategic Management Human Resource Management or equivalent from a recognized University.
- Bachelors Degree in Finance, Accounting, Economics or its equivalent from a recognized university
- Certified Public Accountant CPA (K) or its Equivalent with CPS-K as an added advantage

- Twelve (12) years' experience in a Senior Management position in a large in a large and reputable public organization, eight (8) of which should be as Head Finance, HR & Administration or Business Development
- Certificate in a Leadership Course from a recognized institution
- Through knowledge of Kenya Labour Laws, local & International Finance laws.
- Must be a member of relevant professional body i.e. ICPAK or its equivalent in good standing
- Strong computer skills-ERP systems
- Good interpersonal skills and ability to interact with different levels of management
- Excellent written and verbal skills
- Be a person of high integrity who meets the requirements of Chapter Six of the Constitution.
- Have been cleared by the Higher Education Loans Board (HELB)
- Have a valid Certificate of Good Conduct from Directorate of Criminal Investigation (DCI)
- Have been cleared by the Ethics and Anti-corruption commission (EACC).
- Have a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Have a valid credit report from a licensed Kenyan Credit Reference Bureau (CRB).

2. FOREST CONSERVATION COMMITTEE (FCC) CHAIRPERSONS REF-KFS/FCC/2020

In accordance with Section 48 of the Forests Act, the Service created ten (10) Forest Conservancy Areas to oversee the proper and efficient management of forests, each with a ten (10) member Forest Conservation Committee (FCC) headed by chairperson who is appointed by the Board of Directors. The Service requests applicants to forward their applications for the positions of Forest Conservation Committee Chairpersons in the following Forest Conservancy Areas: Mau, Nyanza, Western, North Rift, Central Highlands, Ewaso North, North Eastern, Coast and Nairobi.

Job Purpose

Assist the KFS Board of Management with the delivery of efficient and effective field operations at the regional level as well as to perform specific duties related to the implementation of the forest legislation.

Duties and responsibilities

- The FCC Chairperson will provide overall leadership of the FC to ensure quality performance and effective execution of the mandate and functions.
- He/she will work closely with representatives from other government agencies (provincial administrative, agricultural and environment), representatives of the forest industry and Community Forestry Associations to ensure the sustainable management of the forest and allied resources.
- Guide strategy and help define key issues for the FCC.
- Chair FCC meetings and ensure preparation of papers, reports and decision-making.
- Bring goodwill and enthusiasm to the FCC.
- Maintain independence and objectivity in deliberating all FCC matters.
- Encourage high standards of propriety, ensuring that FCC members comply with a Code of Conduct.
- Provide an assessment of performance of individual FCC members.
- Ensure succession plans are in place for the FCC
- Ensure government policies, legislation and sustainable forest management practices are adhered to.

Academic qualifications, experience and other requirements

The applicant Must Have;

- i. At least ten (10) years knowledge and experience in forestry management, five must have been senior management position with a large organization
- ii. Have at least an undergraduate degree in Forestry, Social Sciences or a related field from a recognized University
- iii. Be able to think strategically, communicate effectively and provide leadership
- iv. Have knowledge and understanding of public sector operational procedures
- v. Reside in the respective Forest Conservancy Area where He /She wishes to serve
- vi. Be a Person of high integrity who meets requirements of the Constitution of Kenya

Declaration

In order to protect the Service and the FCC from potential ignominy, candidates must declare in their applications any conflict of interest in regard to their candidature for the respective FCC.

How to Apply

The detailed advertisement with all the job descriptions and requirements is found in the Kenya Forest Service Web Site: <http://www.kenyaforestservice.org> (under jobs)

Interested candidates who meet the requirements are asked to apply while clearly indicating reference number for the position. Applications including current curriculum vitae, indicating current and expected remuneration, mobile number, names and contact details of three referees, copy of national identity card, copies of testimonials, copies of professional and academic certificates and copies of statutory requirements clearly marked with reference number for each position- should either be sent through the post office or hand delivered to the following address in a sealed envelope marked “**APPLICATION FOR THE POST OF SENIOR MANAGER FINANCE & ADMINISTRATION /FOREST CONSERVATION COMMITTEE CHAIR – KFS**” ; so as to reach the Service not later than **10th August, 2020 by 5.00 pm.**

Chief Conservator of Forests,
Kenya Forest Service, Karura, Off Kiambu Road,
P. O. Box 30513-00100, G.P.O.
Nairobi, Kenya.

Note:

Canvassing will lead to disqualification. The Service is ISO accredited and an equal opportunity employer. Applicants living with disabilities and those from marginalized areas and minority communities are encouraged to apply. Only shortlisted candidates will be contacted. For more information on the Service, please visit our website; www.kenyaforestservice.org.